

SOUTH CAROLINA



BUSINESS RESOURCE GUIDE

1201 MAIN STREET, SUITE 1600 | COLUMBIA, SC 29201
(803) 737-0400 | (800) 868-7232
SCcommerce.com | Info@SCcommerce.com





HOW TO USE THIS GUIDE

The South Carolina Business Resource Guide is designed to provide all types of businesses with tools and resources – including access to a variety of state, regional and local outlets – to increase their opportunity for business success. The South Carolina Department of Commerce Business Services Team supports many aspects of the state's existing and small business community including: export development, recycling market development, a small business ombudsman's office, supplier development assistance and comprehensive support to existing industry. This guide provides information that companies can employ for immediate results. It includes basic descriptions of the resources and specific contact information. The guide is laid out to address important elements of business success in each section, paired with the supporting resources.

HOW CAN THIS GUIDE HELP YOU?

This guide is intended to help South Carolina business owners start or maintain a company, sell a product, provide a service and/or grow their company.

South Carolina provides services and support for companies that are starting a business or expanding an existing operation. South

Carolina also works with entrepreneurs to develop business plans, helps companies access start-up resources and alternative financing opportunities and pairs existing businesses with service providers and suppliers.

WHAT TYPE OF INFORMATION WILL YOU FIND?

- ✓ **Getting Started** explores the steps necessary to begin a business.
- ✓ **Licenses, Permits & Regulations** outlines special requirements associated with certain businesses, particularly small businesses.
- ✓ **Financing** describes ways to best prepare for financing a small business.
- ✓ **Marketing & Growing Your Business** introduces tactics that increase awareness about products and services.
- ✓ **Workforce Development** provides useful information regarding employment, training and retention opportunities.
- ✓ **Business Operations** includes operational and administrative resources – everything from insurance to recycling opportunities, to production and process planning.
- ✓ **Local Area and Other Resources** includes professionals around the state who are available to assist South Carolina's businesses as well as other beneficial resources for business owners.
- ✓ **Frequently Asked Questions** addresses questions often raised by business owners.

NEED ADDITIONAL HELP?

Contact a Business Specialist

(803) 737-0222 | PBurton@SCcommerce.com

2011 SC Business Resource Guide



GETTING STARTED

Starting any business takes a significant amount of planning and research. Exploring and evaluating your business and personal goals before starting a business is extremely important. The following resources can help a business develop those goals and assist in building a concise, yet comprehensive business plan.

START-UP CHECKLIST

This check list will help you evaluate your position as you begin getting your business off the ground. Understanding your business goals from the beginning will help you along the path to success.

- ☐ Do you know what kind of business you want to start?
- ☐ Have you created a business plan, outlining your goals and expectations?
- ☐ Type of Business Structure? (e.g., LLC, Partnership, Sole Proprietorship, etc.)
- ☐ Do you have a need for financing?
- ☐ Have you picked a location?
- ☐ How many employees are you going to hire?
- ☐ Do you need occupational permits?
- ☐ Have you registered your business with the state of South Carolina?
- ☐ Do you need a business license?
- ☐ Have you handled the insurance components of your small business?
- ☐ How are you going to market your business?

Checkout www.SBA.gov for a complete checklist!

BUSINESS PLANNING ASSISTANCE

- ✓ **Small Business Administration (SBA)**
The SBA is an independent agency of the federal government created to aid, counsel, assist and protect the interests of small business concerns. The SBA helps South Carolinians start, build and grow businesses through a first rate Web site, financing options and partnerships with public and private organizations (e.g., the Small Business Development Centers).
- ✓ **Small Business Development Centers (SBDC)**
The goal of the SBDC is to meet small business needs for managerial and technical assistance at little or no cost to the entrepreneur. The SBDC provides advice on business planning and strategic small business growth.
- ✓ **Service Corps Of Retired Executives (SCORE)**
SCORE is a volunteer, nonprofit association focused on helping small businesses succeed. SCORE, a division of the SBA, matches clients with an expert counselor best suited to their needs. SCORE counselors are current or former business owners and executives who have achieved high levels of professional success.
- ✓ **FastTrac® NewVenture™ and GrowthVenture™**
This program is for entrepreneurs with an idea for a new business. Topics include Exploring Entrepreneurship, Setting Financial Goals, Planning the Product, Reaching the Market, Building the Team, and Planning for a Profitable Business. FastTrac® GrowthVenture™ helps a company take its existing business to the next level.
- ✓ **South Carolina Business One Stop (SCBOS)**
SCBOS is the official South Carolina business Web portal. It enables anyone with an existing business, or anyone starting a new business, to file permits, licenses, registrations or to pay taxes. From the convenience of your computer, 24 hours a day, 7 days a week, you can take care of important state filings, and pay for multiple filings and/or taxes with one payment.

GETTING STARTED RESOURCES

ENTREPRENEUR AND SMALL BUSINESS SUPPORT

Arthur M. Spiro Institute for Entrepreneurial Leadership, Clemson University College of Business and Behavioral Science

David Wyman
Director

346 Sirrine Hall
Clemson, SC 29634-1345

Phone: (864) 370-3038

Email: spiro@clemson.edu

Web: www.clemson.edu/spiro

The mission of the Arthur M. Spiro Institute for Entrepreneurial Leadership is to support educational, research, and outreach programs that promote entrepreneurial activity and economic development of the region, state, and nation. The focus is on wealth creation through entrepreneurial activity. Here inventors and entrepreneurs may find assistance with market analyses and business planning. Also, the Institute conducts a mentoring program to link entrepreneurs with experienced business executives.

Benedict College Business Development Center

Dr. Darlene Booth-Bell
Director

2601 Read Street
Columbia, SC 29204

Phone: (803) 705-4781

Email: belld@benedict.edu

Web:

http://www.benedict.edu/divisions/business_dev_ctr/bc_business_dev_ctr.html

The goal of the Business Development Center is to increase the number of African American owned businesses in and around SC. The center houses a business incubator and a minority development entrepreneurial development program, as well as providing current and potential business owners the opportunity to participate in business-issues workshops and seminars. The center also offers a revolving loan fund to minority owned businesses.

Carolinas Minority Supplier Development Councils, Inc. (CMSDC)

Robyn Hamilton
President

200 S Tryon 10th floor, Suite 1000
Charlotte, NC 28202

Phone: (704) 549-1000

Fax: (704) 549-1616

Email: info@carolinasmcdc.org

Web: www.carolinasmcdc.org

The Council works to expand business opportunities for minority-owned companies in an effort to build stronger and more equitable society by supporting and promoting minority business development. CMSDC's Business Innovation Center offers a wide range of capacity building business tools for your business. These include Project Planner Plus, Certified Payroll, Merger Analytics, Capital Investment Alternative Analysis, Breakeven Analyzer, Management Capacity Analyzer, Debt Capacity Analyzer, Factoring Analyzer, Valuation Analyzer, and Supplier Capacity Analysis Tool.

Clemson Institute for Economic and Community Development (CIECD)

Paul "Mac" Horton, Ph.D.

Director and Associate Dean of

Community Development

South Carolina Rural Development

Council

900 Clemson Road

Columbia, SC 29229

Phone: (803) 788-5700

Email: mhorton@clemson.edu

Web: www.clemson.edu/sandhill

CIECD offers small business and business planning classes from various curriculums including NewVenture FastTrac, FirstStep FastTrac, and eCommerceSC as well as specialized business curriculums including rural, food and farming, and new farmer initiatives.

EngenuitySC

Neil McLean

Executive Director

P.O. Box 50768

Columbia, SC 29250-0768

Phone: (803) 783-1507

Email: nmclean@sagaciouspartners.com

Web: www.engenuitysc.com

EngenuitySC is a public/private partnership focused on developing and growing the knowledge-based economy in Columbia, South Carolina. Comprised of leaders from business, government and higher education, EngenuitySC fosters an environment where entrepreneurship, innovation, and the creation of knowledge are fundamental elements of our region's culture, identity, and economic development strategy.

Entrepreneur Network York Technical College

Edie Dille

Chair

Associate Dean for Business and Information Technology

452 S Anderson Road

Rock Hill, SC 29730

Phone: (803) 981-7314

Email: edille@yorktech.edu

Web: www.yorktech.com/en

The Entrepreneur Network assists, informs, and encourages local small business owners, entrepreneurs, and potential entrepreneurs to network, share experiences, and engage in valuable educational opportunities. The EN also sponsors seminars featuring speakers on a variety of entrepreneurial topics.

BizBuilderSC®

Laura Williams

Entrepreneur Services Manager

P.O. Box 975

Charleston, SC 29402

Phone: (843) 805-3102

Fax: (843) 723-4853

Email: Lwilliams@charlestonchamber.org

Web: www.bizbuildersc.com

FastTrac® NewVenture™ and **NxLevelL** are programs for the entrepreneurs with an idea or a new business. Topics include, Exploring Entrepreneurship, Setting Financial Goals, Planning the Product, Reaching the Market, Building the Team, Planning for a Profitable Business.

Internal Revenue Service (IRS)

Nivia Hayes

Senior Tax Specialist

SBSE Stakeholders Liaison

1835 Assembly Street MDP-26

Columbia, SC 29201

Phone: (803) 253-3031

Fax: (803) 765-5055

Email: Nivia.Hayes@irs.gov

Web: www.irs.gov/businesses

Other Helpful IRS Resources:

- Business and Specialty Helpline:
(800) 829-4933

- Electronic Federal Tax Payment System:
www.eftps.gov or 1-800-555-4477

- Tax Forms and Publications:
www.irs.gov/formspubs or 1-800-829-3676

South Carolina Business One Stop (SCBOS)

Helpline: (803) 898-5690

Email: scboshelp@scbos.com

Web: www.scbos.com

South Carolina Business One Stop or SCBOS is the official South Carolina business web portal. It enables anyone with an existing business or anyone starting a new business to file permits, licenses, registrations, or pay taxes. From the convenience of your computer at anytime, 24 hours a day – 7 days a week, you can take care

of your important state filings, and pay for multiple filings and/or taxes with one credit, debit, or EFW payment.

South Carolina Department of Commerce

Chuck Bundy
Manager, Business Services
1201 Main Street, Suite 1600
Columbia, SC 29201
Phone: (803) 737-0440
Fax: (803) 737-3818
Email: CBundy@SCcommerce.com
Web: www.SCcommerce.com

South Carolina Department of Revenue

301 Gervais Street
Columbia, SC 29201
Phone: (803) 898-5000 (General Info)
(803) 898-5709 (Income Tax Helpline)
(803) 898-5788 (Sales Tax Helpline)
Web: www.sctax.org

SC Launch!

Dave McNamara
Senior VP and General Manager
1000 Catawba Street
Columbia, SC 29201
Phone: (803) 733-9076
Email: mcnamara@sclaunch.org
Web: www.sclaunch.org

SC Launch is a collaborative initiative involving SCRA and South Carolina's university research foundations: Clemson University, the University of South Carolina, and the Medical University of South Carolina. It was created to facilitate applied research, product development and commercialization programs and to strengthen South Carolina's Knowledge Economy by creating high wage-earning jobs. SC Launch provides entrepreneurs with key tools for success to help build technology startups, jobs and equity in the future for South Carolina as well as access to business, academic and economic development entities through the SC Launch Resource Network.

Small Business Administration (SBA) South Carolina District Office

Susan Chavis
Business Development Specialist
1835 Assembly Street, Room 1425
Columbia, SC 29201
Phone: (803) 765-5377
Fax: (803) 765-5962
Email: susan.chavis@sba.gov
Web: www.sba.gov/localresources/district/sc/index.html
The SBA offers a myriad of services to small businesses. It provides financial assistance for new or existing businesses through guaranteed loans made by area bank and non-bank lenders. Seminars and free small business

counseling is available through SCORE, Small Business Development Centers, and Women's Business Centers. In addition, special loan programs are available for businesses involved in international trade. Federal government contracting assistance is also available.

South Carolina Minority Business Enterprise Center

Dawn Jennings
Project Administrator
400 Percival Road
Columbia, SC 29206
Phone: (803) 743-1154
Fax: (803) 743-1162
Email: djennings@scmbec.com
Web: www.scmbec.com
SCMBEC aims to increase the growth of minority owned business and strengthen existing ones. Its professional consultants offer a wide range of services including initial counseling, government/private sector contracting assistance, financial management, access to capital, access to markets, and international trade franchising. The center also maintains strategic partnerships so you can have immediate access to unlimited information tailored to your trade or specialty.

South Carolina Office of the Secretary of State

Jody Steigerwalt
Director, Business Filings
P.O. Box 11350
Columbia, SC 29211
Phone: (803) 734-2345
Web: www.scsos.com

South Carolina State Library and Gale Cengage Learning

Small Business Resource Center
An exciting new resource for small businesses, The Center is full of useful information including a variety of full-text periodicals, news sources and reference books covering all major areas of starting and operating a business. It also includes Web site links and real-life business plans.

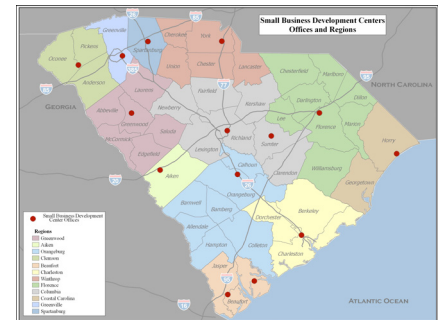
Web:
www.find.galegroup.com/sbrc/start.do?prodId

South Carolina Technology Alliance

Thomas E. Persons Sr.
President & CEO
1201 Main Street, Suite 1920
Columbia, SC 29201
Phone: (803) 748-1323
Email: tep@sctech.org
Web: www.sctech.org
The South Carolina Technology Alliance is a non-profit / private public non-partisan technology orientated Think Tank. It works

diligently with stakeholders to assist in identifying and developing technology workforce skills. The management team works with all types of innovative technology companies provides access to consultants, mentors, and senior business leaders, as well as access to lists of services, companies and professionals that will ensure your business a much stronger opportunity for success. SCTA also has strategic partnerships with various venture capital companies and other investor partnerships.

SMALL BUSINESS DEVELOPMENT CENTERS



Small Business Development Center

Michele Abraham
State Director
1705 College Street
Columbia, SC 29208
Phone: (803) 777-3130
Email: mabraham@sc.edu
The SBDC aims to advance the state's economic development by helping entrepreneurs grow successful businesses. We provide private business consulting services at no charge and affordable educational programs for a small charge.

Aiken Area SBDC

Reka Mosteller
USC-Aiken, School of Business
471 University Parkway, Box 9
Aiken, SC 29801
Phone: (803) 641-3646
Email: RekaM@usca.edu

Beaufort Area SBDC

Martin Goodman
USC-Beaufort North Campus
801 Caterer Street
Beaufort, SC 29902
Phone: (843) 521-4143
Email: goodman@uscb.edu

Charleston Area SBDC (2 offices)

Tom Lauria
5900 Core Drive, Suite 104
N. Charleston, SC 29406
Phone: (843) 740-6164
Email: lauria@mailbox.sc.edu

Tom Lauria
Bond Hall, Citadel School of Business
171 Moultrie Street
Charleston, SC 29409
Phone: (843) 740-6164
Email: lauria@mailbox.sc.edu

Clemson Area SBDC

Ben Smith
Clemson University
426 Sirrine Hall
Clemson, SC 29634
Phone: (864) 710-4717
Email: bennys@clemson.edu

Columbia Area SBDC

Bob Pettit
1225 Laurel Street, Room 326
Columbia, SC 29201
Phone: (803) 777-4942
Email: pettitjr@mailbox.sc.edu

Florence Area SBDC

Mike Bell
Florence/Darlington Technical College
P.O. Box 100548
Florence, SC 29501
Phone: (843) 661-8175
Email: mike.bell@fdtc.edu

Greenville Area SBDC

Jill Burroughs
Clemson at the Falls
55 E Camperdown Way
Greenville, SC 29601
Phone: (864) 370-1547
Email: jillb@clemson.edu

Greenwood Area SBDC

Mickey Conway
Lander University Carnell Learning Center
M26 320 Stanley Avenue
Greenwood, SC 29649
Phone: (864) 388-8492
Email: Conway@clemson.edu

Hilton Head Area SBDC

Pat Cameron
USC-Beaufort South Campus One
University Boulevard
Bluffton, SC 29909
Phone: (843) 208-8259
Email: pcameron@uscb.edu

Myrtle Beach Area SBDC

Janet Graham
Coastal Carolina University
Procurement Building
P.O. Box 261954
Conway, SC 29528-6054
Phone: (843) 349-4010
Email: jggraham@coastal.edu
Web: <http://www.coastal.edu/sbdc/index.html>

Newberry Area SBDC

Nancy Williamson
2100 College Street
Newberry, SC 29108-2126
Phone: (803) 321-5689
Email: Nancy.Williamson@newberry.edu

Orangeburg Area SBDC

John Goodwin
South Carolina State University
College of Business & Applied Professional Sciences
Algernon S Belcher Hall
300 College Street
Campus Box 7176
Orangeburg, SC 29117
Phone: (803) 536-8445
Email: jgoodwin@scsu.edu

Rock Hill Area SBDC

Larry Stevens
Winthrop University
118 Thurmond Building
Rock Hill, SC 29733
Phone: (803) 323-2283
Email: WinthropRegionalSBDC@gmail.com

Spartanburg Area SBDC

Curtis Cross
Spartanburg Community College
Tyger River Campus
1875 E Main Street
Duncan, SC 29334
Phone: (864) 592-6318
Email: cross8@clemson.edu

Sumter Area SBDC

Jim Giffin
USC Sumter
200 Miller Road, Room
216 Sumter, SC 29150-2498
Phone: (803) 938-3833
Email: giffinj@uscsu.edu

Service Corps of Retired Executives (SCORE)

Norman Paige State Director
1835 Assembly Street, Suite 1425
Columbia, SC 29201
Phone: (803) 253-3124
Email: nmvp Paige@aol.com
SCORE is a volunteer nonprofit association helping small businesses succeed. SCORE matches clients with the expert counselor best-suited to their needs. The SCORE counselors are current or former business owners and executives who have achieved high levels of success

Aiken South Central Region Chapter 683

Aiken Chamber of Commerce
121 Richland Avenue E
Aiken, SC 29801
Phone: (803) 641-1111
Fax: (803) 641-4174
Email: scrscore@aikenchamber.net
Web: www.aikenchamber.net

Anderson Piedmont Chapter 232

Tri-County Community College
511 Michelin Boulevard
Anderson, SC 29621
Phone: (864) 260-6700
Email: info@piedmontscore.org
Web: www.piedmontscore.org

Beaufort Carolina Lowcountry Chapter

2348 Boundary Street
Beaufort, SC 29902
Phone: (843) 470-0800
Email: score@hiltonheadisland.org
Web: www.scorebeaufort.com

Chapin Midlands Chapter

Chapin Chamber of Commerce
302 Columbia Avenue
Chapin, SC 29036
Phone: (803) 345-1100
Email: info@scoremidlands.org
Web: www.scoremidlands.org

Charleston Coastal Chapter 285

Charleston Metro Chamber of Commerce
4500 Leeds Avenue, Suite 100
N. Charleston, SC 29405
Phone: (843) 727-4778
Fax: (843) 805-3112
Email: info@score285.org
Web: www.score285.org

Columbia Midlands Chapter 230

1835 Assembly Street, Suite 1425
Columbia, SC 29201
Phone: (803) 765-5131
Fax: (803) 765-5962
Email: info@scoremidlands.org
Web: www.scoremidlands.org

Florence Midlands Chapter

Florence Chamber of Commerce
610 W Palmetto Street
Florence, SC 29503
Phone: (843) 665-0515
Email: info@scoremidlands.gov
Web: www.scoremidlands.gov

Greenville Piedmont Chapter 232

300 E Washington Street, Room B-31
Greenville, SC 29601
Phone: (864) 271-3638
Fax: (864) 271-3638
Email: info@piedmontscore.org
Web: www.piedmontscore.org

Greenwood Piedmont Chapter

Piedmont Technical College
620 N Emerald Road
Greenwood, SC 29648
Phone: (864) 941-8414
Email: info@piedmontscore.org
Web: www.piedmontscore.org

Hartsville Midlands Chapter

Hartsville Chamber of Commerce
214 N 5th Street
Hartsville, SC 29550
Phone: (843) 332-6401
Email: info@scoremidlands.org
Web: www.scoremidlands.org

Hilton Head Carolina Lowcountry Chapter 650

Hilton Head Island-Bluffton Chamber of Commerce
1 Chamber of Commerce Drive
Hilton Head Island, SC 29926
Phone: (843) 785-7107
Fax: (843) 785-7110
Email: score@hiltonheadisland.org
Web: www.scorehiltonhead.com

Lexington Midlands Chapter

Lexington Chamber of Commerce
321 S Lake Drive
Lexington, SC 29072
Phone: (803) 359-6113
Email: info@scoremidlands.org
Web: www.scoremidlands.org

Myrtle Beach Grand Strand Chapter 381
605 10th Avenue

N. Myrtle Beach, SC 29577
Phone: (843) 918-1079
Fax: (843) 918-1080
Email: info@mbscore.org
Web: www.mbscore.org

Orangeburg Midlands Chapter

Orangeburg Chamber of Commerce
1570 John C. Calhoun Drive
Orangeburg, SC 29116
Phone: (803) 534-6821
Email: info@scoremidlands.org
Web: www.scoremidlands.org

Spartanburg Piedmont Chapter

Spartanburg Chamber of Commerce
105 N Pine Street
Spartanburg, SC 29302
Phone: (864) 594-5000
Email: info@piedmontscore.org
Web: www.piedmontscore.org

Summerville Coastal Chapter

Summerville Chamber of Commerce
402 N Main Street
Summerville, SC 29483
Phone: (843) 873-2931
Email: info@score285.org
Web: www.score285.org

Sumter Midlands Chapter

Sumter Chamber of Commerce
32 E Calhoun Street
Sumter, SC 29150
Phone: (803) 775-1231 / (803) 775-0915
Email: info@scoremidlands.org
Web: www.scoremidlands.org

**BUSINESS INCUBATORS,
RESOURCE CENTERS AND
ACCELERATORS**

Benedict College Small Business Incubator

Dr. Darlene Booth-Bell
Director
2601 Read Street
Columbia, SC 29204
Phone: (803) 705-4781
Fax: (803) 705-7080
Email: belld@benedict.edu
Web: www.benedict.edu/divisions/business_dev_ctr/general/bc_business_dev_ctr_incubator.html

The Benedict College Small Business Incubator welcomes start-up businesses for two years as clients and tenants within the Business Development Center. Businesses selected to be participants in the incubation program are entrepreneurs interested in providing innovative new products, services, or approaches to

business within the African American Community.

Charleston Digital Corridor

Ernest Andrade
Executive Director
475-A E Bay Street
Charleston, SC 29403
Phone: (843) 724-3773
E-mail: ernest@charlestondigitalcorridor.com
Web: www.charlestondigitalcorridor.com
Charleston Digital Corridor is a creative effort to attract, nurture & promote Charleston's knowledge economy by facilitating a business, physical and social environment where technology companies thrive. Initiatives include office & meeting space, a talent portal, educational forums, site acquisition help, funding, and networking.

Clemson Apparel Research (CAR)

Dr. Christine W. Cole
Director, Clemson Apparel Research
Professor Emerita, Materials Science and Engineering
Clemson University
500 Lebanon Road
Pendleton, SC 29670
Phone: (864) 646-8454
Fax: (864) 646-8230
Email: cwjrv@clemson.edu
Web: <http://car.clemson.edu/>
Clemson Apparel Research was established to revitalize the domestic sewn-products industry through the proper application of advanced technology and management practices. It offers consulting services to address specific manufacturing problems, research services to create new technologies and management systems for the sewn-products and textile industries, as well as manufacturing services through a 6,000 square foot model apparel plant to demonstrate state-of-the-art technology.

EngenuitySC

Neil McLean
Executive Director
P.O. Box 50768
Columbia, SC 29250
Phone: (803) 783-1507
Email: nmclean@engenuitysc.com
Web: www.engenuitysc.com
Created in 2003, EngenuitySC is an active public/private partnership focused on the knowledge-based economy in the Columbia, South Carolina region. It is comprised of business and industry leaders, along with representatives from local government and academia. Its goal is to encourage entrepreneurship to commercialize ideas, technology, research, and public policy in an

effort to help knowledge-based companies and create access to start-up investment capital.

The Enterprise Campus at Midlands Technical College

J. Tom Ledbetter Jr.
Executive Director
P.O. Box 2405
151 Powell Road
Columbia, SC 29202
Phone: (803) 691-3885

Email: ledbettert@midlandstech.edu
Web: www.mtcenterprisecampus.com

The Enterprise Campus allows for interaction between the corporate community, faculty and students; thereby creating a seamless integration of innovative companies, emerging technologies and education. Benefits include access to applied learning and laboratory space, office space and resources, faculty resources, training facilities, continuing education, and customized workforce training.

Erskine College, Department of Business, Small Business Support Center (SBSC)

Anthony P. Santella
Assistant Professor of Business Administration
2 Washington Street
P.O. Box 338
Due West, SC 29639
Phone: (864) 379-8848

Email: santella@erskin.edu
Web: www.erskin.edu/SBSC

The Erskine SBSC offers busy small business owners some key, valuable resources. Companies may request assistance on specific business problems and a team of students will offer comprehensive solutions. Also available are seminars, workshops, consulting, mentoring, a solutions showcase, and office space and resources.

The Flagship (1&2)

475-A East Bay Street
Charleston, South Carolina 29403
Ernest Andrade (Chas.Digital Corridor)
Phone: 843.724.3773

Email: ernest@charlestondigitalcorridor.com
Web: <http://www.charlestonflagship.com/#home>

Located in historic downtown Charleston, the Flagship is Charleston's premier business incubator/co-working office environments. This facility is designed to facilitate the development of Charleston's knowledge economy by offering early-stage companies high quality, adaptable and cost-efficient office space and conference facilities, while gaining access to the Charleston Digital Corridor's network of like-minded professionals and resource partners.

Francis Marion University Center for Entrepreneurship

Dr. Susan Peters
Director
P.O. Box 100547
Florence, SC 29502
Phone: (843) 661-1102
Fax: (843) 661-1432
Email: speters@fmarion.edu
Web: www.fmarion.edu/academics/centerforentrepreneurship

The Center offers graduate and undergraduate courses taught by faculty and outside professionals who work in a wide range of entrepreneurial areas. It also offers internships, mentoring, and incubation. The Center seeks to foster new venture creation through interdisciplinary collaboration in science, engineering and the arts.

Grand Strand Technology Council

John Sanders
Chairman
9209 Marina Pkwy
Myrtle Beach, S.C. 29572
Phone: (843) 491-6060
Fax: (888) 488-7599
Email: info@gstechcouncil.org
Web: www.gstechcouncil.org

The GSTC focuses on areas of specific interest to computer IT professionals and technology dependent businesses. GSTC also works to promote business development in the areas of IT security, government contracting and IT in the biotech industry.

GSA Technology Council

Phil Yanov
Executive Director
209 North Main Street Ste. 201
Greenville, S.C. 29601
Phone: (800) 688-2094
Email: phil.yanov@gsatc.org
Web: www.gsatc.org

The GSA Technology Council provides networking, education, business development, and community service opportunities to career minded technology professionals and high tech entrepreneurs through its newsletter, meetings, job fair, and community training programs.

KFR Services. Inc.

Stephanie Fetchen
Co-President
500 Oakbrook Lane
Summerville, SC 29485
Phone: 1 800 433 6181
FAX: 1 800 537 8011
Email: krusso@telecomdb.com
KFR is an independent, private sector business offering fee based assistance to small

companies. They have office and meeting space available and may provide some operational support.

Lowcountry Small Business Hub, Inc.

Ms. D'jaris A. Moore
President & COO
306 Third Avenue
P.O. Box 1408
Ridgeland, SC 29936
Phone: (843) 645-1992
Fax: (843) 645-1996
Email: dmoore@tcl.edu
Web: www.lowcountrysmallbusinesshub.org
The Lowcountry Small Business Hub, Inc is an independent, non-profit 501 (c)(6) membership corporation that serves entrepreneurs and small businesses in Beaufort, Colleton, Hampton, and Jasper counties. The Lowcountry Small Business Hub, Inc. operates as a central resource that provides free business support services including, consultations, referrals, and education via the FastTrac program. The Hub facility also provides shared office space, access to meeting rooms and office equipment, all free of charge.

New Carolina -- SC's Council on Competitiveness

George Fletcher
Executive Director
1411 Gervais Street, Suite 315
Columbia, SC 29201
Phone: (803) 760 1400
Fax: (803) 760 1401
Email: office@newcarolina.org
Web: www.newcarolina.org
New Carolina - South Carolina's Council on Competitiveness - is a non-profit working to increase South Carolina's economic competitiveness through a cluster development strategy. We focus on: Strengthening core industries through clusters, Fostering innovation in business and education through initiatives, and connecting the dots across efforts.

NEXT Greenville

Brenda Laasko
Vice President
NEXT Innovation Center
411 University Ridge, Suite 202
Greenville, SC 29601
Phone: (864) 751-4806
Email: blaakso@greenvillechamber.org
Email: blaakso@nextupstatesc.org
Web: <http://www.nextupstatesc.org>
NEXT clients are fast growth technology companies that own their intellectual property and have high potential for national and international growth. Sectors currently served include Internet technology, electronic device,

biomedical, software, nanotechnology, and pharmaceutical. NEXT offers entrepreneurs access to an entrepreneurial community, angel investors, SBIR/STTR consultation, office space, a talent portal, a CEO Best Practice Forum, as well as hosting for a functional company web page on the NEXT website.

New Carolina's Nuclear Cluster Initiative

Scott Carlberg
1411 Gervais Street, Suite 315
Columbia, SC 29201
Phone: (704) 841-7649
Email: carlpsc@carolina.rr.com
Big and small companies are working together to develop a stronger base of suppliers in the Carolina's and to recruit companies that can serve the region's growing nuclear industry.

SC Arts Commission

Artists Ventures Initiative (AVI)

Virtual Incubator

Ken May
1800 Gervais Street
Columbia, SC 29201
Phone: (803) 734-8696
Fax: (803) 734-8526
Email: kmay@arts.sc.gov
Web: www.southcarolinaarts.com
S.C. Artists' Ventures Initiative (AVI) is a broad-reaching project dedicated to improving conditions for S.C. artists by helping them develop the knowledge and skills to build satisfying, sustainable careers. Through a new competitive grant program and virtual business incubator, the AVI is supporting artists with sound plans for starting arts-based businesses. The Artists' Ventures Initiative is connecting artists to affordable training that supports their development as entrepreneurs and profitable business people.

SC BIO

Wayne Roper
President
411 University Ridge, Suite A
Greenville, SC 29601
Phone: (864) 751-4858
Email: wayne@wroper.com
Web: www.scbio.org
SCBIO is a member organization that exists to support and advance South Carolina's life science industry through collaboration, advocacy, workforce development, enhanced purchasing power and education. This mission furthers our goal of ensuring that South Carolina's companies, research institutions, and citizens reap the economic and societal benefits of a world-class life sciences cluster.

SC Launch Innovation Centers

Dave McNamara
Senior VP and General Manager
1000 Catawba Street
Columbia, SC 29201
Phone: (803) 733-9076
Email: mcnamara@sclaunch.org
Web: www.sclaunch.org

SCRA Innovation Centers:

SCRA ANDERSON - Clemson - Duke Energy Innovation Center

81 Technology Drive
Anderson, SC 29621
Phone: (803) 343-5310
Email: john.gregg@scra.org
The open space within this facility is designed for wet/dry labs or offices. The facility is adjacent to Clemson's Advanced Materials Research Laboratory, which includes state-of-the-art electron microscopy. The staff is skilled in supporting both corporate clients and academic partners. Also nearby is Clemson's high performance computing center, providing sophisticated modeling applications and ready access to national research networks.

SCRA USC Innovation Center at Columbia

1000 Catawba Street
Columbia, SC 29208
Phone: (803) 733-9076
The innovation center is designed to house high-tech companies emerging from research at the University of South Carolina and entering commercialization and light manufacturing stages. This facility is situated and designed to stimulate and sustain clean next-generation manufacturing.

SCRA MUSC Innovation Center at Charleston

645 Meeting Street
Charleston, SC 29403
Phone: (843) 760-5896
The innovation center is designed to support Charleston's growing biotechnology cluster. The 28,400 square foot facility will consist of flexible-use, multi-tenant laboratory and office space supporting biopharma, biomed and biotech research and commercialization. The building was opened in December 2009 and leasing applications are currently being accepted.

SCRA/ATI Innovation Center at Greenwood

117 Gregor Mendel Circle
Greenwood, SC 29646
Phone: (864) 953-3982
The innovation center offers wet laboratory, meeting, office, and conference space. The facility hosts companies conducting research

and development as well as community events and meetings. A full genetics and biotechnology focused library, support staff, and close proximity to researchers at the Greenwood Genetic Center provide a hub for diagnostic, therapeutic, and pharmaceutical companies.

South Carolina Coastal Community Development Corporation (SCCCDC)

Mary Dawson
President – Board of Directors
P.O. Box 206
10 DeGullah Way
St. Helena Island, SC 29920
Phone: (843) 838-3295
Fax: (843) 838-2954
Email: scccdc@embarqmail.com
Web: www.southcarolinacoastalcdc.org
The SCCCDC's St. Helena Food Center houses a licensed commercial kitchen that is available to low /moderate-income residents interested in establishing food related businesses. The center assists food entrepreneurs and farmers in the sale of their products to supermarkets, specialty food stores, and local restaurants. The SCCCDC also offers a business incubator that contains furnished offices and a conference room for beginning entrepreneurs. Technological and administrative services are available.

Spartanburg Community College Small Business Incubator

Mike Forrester
Director of Economic Development
Physical Address:
1875 E Main Street/Highway 290
Duncan, SC 29334
Mailing Address:
P.O. Box 4386
Spartanburg, SC 29305
Phone: (864) 592-6204
Email: forresterm@sccsc.edu
Web:
www.sccsc.edu/econdev/business/sbi.aspx
The Small Business Incubator at Spartanburg Community College assists new businesses in the early start-up phase and existing businesses that are re-tooling or reorganizing for greater success. Member companies have access to volunteer business partners that provide professional assistance including legal advice, accounting, credit management, financial planning, regulatory aid, product development, and market research. The center also offers a mentoring program. In addition, the SBI introduces clients to potential venture capital and angel investors. Special project assistance is also available including beta testing of new product lines or manufacturing

processes and space for the temporary warehousing of inventory.

Spark! Charleston

Chris Clark

Project Director

480 E Bay Street

Charleston, SC 29403

Phone: (617) - 571-7327

Email: chris@sparkchs.com

Web: sparkchs.com

Spark! Charleston is a private sector business incubator located right in the heart of Charleston. It offers six months of rent-free office space to goal-driven individuals and small companies. Amenities include high speed wireless internet, 24x7 access, conference room, kitchenette, and printers.

ThinkTEC

Jill Galmarini

Director

P.O. Box 975

4500 Leeds Avenue

N. Charleston, SC 29402

Phone: (843) 805-3015

Fax: (843) 723-4853

Email: jgalmarini@charlestonchamber.org

Web: www.thinktec.org

ThinkTEC is a Charleston Metro Chamber of Commerce initiative that facilitates start-up companies, grow existing business and attract new business in the high-tech arenas. These efforts include industry-specific conferences, public policy and legislative initiatives, program development, and educational events. Entrepreneurial training programs are offered through FastTrac.

University of South Carolina (USC) Columbia Technology Incubator

Joel C. Stevenson Jr.

Executive Director

1225 Laurel Street

Columbia, SC 29201

Phone: (803) 545-4379 (office)

Phone: (803) 240-4003 (cell)

Fax: (803) 545-4881

Email: stevenjc@cec.sc.edu

Web: www.incubator.research.sc.edu

The USC-Columbia Technology Incubator is for entrepreneurs who have a technology-based product or service and who wish to have interaction with the university R&D enterprise. It is expected the entrepreneur will have technical education or business experience to exploit the technology, as well as have a documented business plan that includes market analysis, financial projections, and funding requirement. For such entrepreneurs, the USCCTI will provide a broad scope of services including

cost-effective office/laboratory space and support, prototype manufacturing facilities, product realization and development services and business consultation.

University of South Carolina Salkehatchie Leadership Institute (USCSLI)

James Everett

Business Consultant

Center for Business Development

P.O. Box 617

Allendale, SC 29810

Phone: (803) 584-3446 Ext. 269

Fax: (803) 584-5180

Email: jeverett@mailbox.sc.edu

Web:

uscsalkehatchie.sc.edu/leadership/index.html

The USCSLI seeks to stimulate economic development in Allendale, Bamberg, Barnwell, Colleton, and Hampton Counties of South Carolina. The Center provides small business training and technical assistance to current and prospective business owners.

The USC Upstate Business Incubator

Darrell Parker

Dean

George Dean Johnson, Jr. College of Business and Economics

University of South Carolina Upstate

160 E. St. John Street

Spartanburg, SC 29306

Phone: (864) 503-5312

Fax: (864) 503-5583

Email: dparker@uscupstate.edu

The USC Upstate Business Incubator (USCUBI) is for entrepreneurs who wish to have interaction with the George Dean Johnson, Jr. College of Business and Economics in Spartanburg. We seek entrepreneurs with business experience and documented business plans that will enable involvement with students. Potential student project assistance includes market analysis, financial projections, and funding requirements. Student entrepreneurs are encouraged to use the incubator while developing projects working under a faculty-directed study program. The USCUBI will provide services including cubicle space and support and development services

SOUTH CAROLINA RESEARCH PARKS AND FACILITIES MANAGEMENT OFFICES

Applied Research Center for Hydrogen Research, ARC: Hydrogen

Fred Humes

Aiken, South Carolina

Phone: (803) 643-6802

Email: humes@discoverarc.com

Web: <http://discoverarc.com>

ARC:Hydrogen has more than 17,300 square feet of available lab space ready to be customized for specific research needs. The labs provide opportunities for technology transfer and joint research. Lab features include: Once-through ventilation for hydrogen safety, temperature and humidity control, hoods available in a variety of configurations, snorkels and other ventilation and exhaust systems, research gases piped into each lab, high capacity electrical service, and flexibility and adaptability to future growth.

Biomedical and Bioengineering Translational Research Facility, Patewood Campus

Thomas Suttles

Research Facilities Manager, Clemson

University

Greenville, South Carolina

Phone: 864-656-1075

Email: suttles@clemson.edu

Web: <http://www.clemson.edu/ces/bioe>

Translational Research Facility, which is located at Greenville Hospital System's Patewood campus, provides an environment for researchers from industry, Clemson University, and the Greenville Hospital System to participate in collaborative research, development, testing and evaluation activities focused on biomedical and bioengineering products.

Clemson Office of Land and Capital Asset Management

Mason H. Ailstock LEED DB+C

Associate Director of Sustainability & Development

Phone: 864-283-7107

Fax: 864-283-7125

Email: mailsto@clemson.edu

The Office of Land and Capital Asset Stewardship (LCAS) is responsible for the review and/or approval of all issues and decisions impacting land and capital assets owned by Clemson University and any affiliated organization. The LCAS Office is also the point of contact for third party developers interested in developing University-affiliated or University-serving projects.

Innovista

Don Herriott

Director, Innovista Partnerships

1705 College Street, Suite 674

Columbia, SC 29208

Phone: (803) 777-0066

Email: herriott@sc.edu

Web: www.innovista.sc.edu

The University of South Carolina's innovation district – Innovista – contains facilities available to accommodate a range of knowledge-based business needs, from small business incubation to light manufacturing.

International Center for Automotive Research, ICAR

Bob Geolas
Executive Director, Clemson ICAR
4 Research Drive
Greenville, South Carolina 29607
Phone: (864) 283-7100
Email: geolas@clemson.edu
Web: <http://www.clemson.edu/centers-institutes/cu-icar>

The Clemson University International Center for Automotive Research (CU-ICAR) is a 250-acre public-private partnership research and development campus in Greenville, S.C. Acreage is available on the campus for industrial, manufacturing or research use. The campus is home to automotive-related companies including BMW, Koyo Bearings, Sage Automotive Interiors and numerous others in either stand-alone private R&D buildings or as residents of the new 60,000-square-foot Center for Emerging Technologies (CET). In the CET, emerging or established companies are able to expand and develop technologies that complement research of Clemson faculty and students while strengthening and growing their own businesses.

Savannah River Research Campus

Jochen Ewing
Manager, Savannah River Research Campus
227 Gateway Drive
Aiken, SC 29803
Phone: (803) 652-7772
Email: jewing@aikencountysc.gov
Web: <http://www.aikencountysc.gov/DspOfc.cfm?qOfcID=ADMRP>
Aiken County's Carrol H. Warner Savannah River Research Campus is a 422-acre site, owned and operated by Aiken County. It offers space suitable for a wide range of technology-based business ventures from the largest international firm to the smallest entrepreneurial start-up. Office space is available for lease in the Cooperative Research Center building. Office space ranges from 2,500 to 3,000 square foot suites on the first and second floors, and single offices are available on the first floor. Third floor is rentable as a complete floor.

TECHNOLOGY LICENSING

University of South Carolina Office of Intellectual Property

Chad Hardaway
Associate Director of Licensing
901 Sumter Street
Byrnes Building Suite 512
Columbia, S.C. 29208
Phone: (803) 777-4031
Fax: (803) 777-4136
Email: hardaway@sc.edu
Web: <http://ip.research.sc.edu/default.shtml>
The Intellectual Property Office works with business and entrepreneurial interests to help identify, protect, and commercialize the University's intellectual property for the purpose of benefiting society and spurring economic growth for our regional and US economies.

Savannah River National Laboratory Tech Transfer Office

Dale Haas
Commercialization Program Manager
Savannah River National Laboratory
Aiken, S.C. 29808
Phone: (803) 725-4185
Email: dale.haas@srl.doe.gov
Web: http://srl.doe.gov/tech_transfer/tech_transfer.htm
Savannah River Nuclear Solution, LLC (SRNS) scientists and engineers develop technologies designed to improve environmental quality, support international nonproliferation, dispose of legacy wastes, and provide clean energy sources. SRNS is responsible for transferring technologies developed in pursuit of its mission at the Savannah River Site to the private sector so that these technologies may have the collateral benefit of enhancing U.S. economic competitiveness.

Medical University of South Carolina Foundation for Research Development

W.C. "Chip" Hood, Jr.
Executive Director
MSC: 828
19 Hagood Avenue, Suite 909
Charleston, S.C. 29425
Phone: (843) 876-1900
Fax: (843) 876-1905
Email: hoodwc@musc.edu
Web: <http://academicdepartments.musc.edu/frd/index.htm>
The MUSC Foundation for Research Development (FRD) is a non-profit foundation

created to benefit The Medical University of South Carolina (MUSC) by establishing relationships which bring ideas, technology, and expertise of the faculty, staff, and students at MUSC to industry and ultimately into public use. FRD serves as the technology transfer office for MUSC and manages inventions, patenting, and licensing of MUSC discoveries.

Clemson University Research Foundation (CURF)

Vincie Albritton
Interim Executive Director
91 Technology Drive
Anderson, SC 29625
Phone: (864) 656-5708
Fax: (864) 656-0474
Email: valbrit@clemson.edu
Web: www.clemson.edu/curf
CURF manages the technology transfer functions of Clemson University by taking assignment of inventions, obtaining intellectual property protections, working with faculty to evaluate commercial potential of discoveries, and licensing inventions to the private sector for public use. CURF owns and operates several facilities dedicated to business incubation that enable start-up companies to accelerate their growth through access to office and wet-lab space as well as other support services.



LICENSES, PERMITS & REGULATIONS

Various types of licenses, permits and registrations may be required in order to conduct business in South Carolina. Federal, state and local laws and ordinances establish guidelines such as occupational matters, business licensing, environmental permitting and tax withholdings.

BUSINESS LICENSE BASICS

South Carolina does not have a statewide business license requirement; therefore companies must apply for local business licenses. Most towns and municipalities require a business license. The following counties also require business licenses:

- ✓ Beaufort County
- ✓ Charleston County
- ✓ Dorchester County
- ✓ Horry County
- ✓ Jasper County
- ✓ Marion County
- ✓ Richland County
- ✓ Sumter County

To obtain a license in one of these counties, contact the local business license office or visit www.SCBOS.com for a complete listing of offices.

BUSINESS LICENSES & PERMITS

- ✓ **Depending on the type of business, registration with the State of South Carolina** can be accomplished through the **Secretary of State's Office**, the **Department of Revenue** or through the **South Carolina Business One Stop**. www.SCBOS.com
- ✓ **Federal Tax ID Number** which can be applied for at the **IRS Web site**. <https://sa1.www4.irs.gov/modiein/individual/index.jsp>, or through links at www.SCBOS.com
- ✓ **Local Business Licenses** are often necessary for businesses located within city or town limits. Check with the local municipality for business license requirements. **SCBOS** lists Web site connections for each county and municipality. www.SCBOS.com
- ✓ **Occupational Permits & State Licensing** may be required. New business owners should check with the **South Carolina Department of License, Labor and Regulation** to determine if an occupational permit is required for their business. www.llr.state.sc.us
- ✓ **The Department of Health & Environmental Control's (DHEC) Small Business Environmental Assistance Program (SBEAP)** team is available to answer questions on environmental permitting and compliance issues for small businesses. Their services are free and non-regulatory. www.SCDHEC.gov
- ✓ **State Certifications for Women and Minorities** promote the growth and development of small and minority owned businesses in South Carolina. Visit their Web site to find about how to become certified. www.govoepp.state.sc.us/osmba

SMALL BUSINESS REGULATORY REVIEW COMMITTEE

The Small Business Regulatory Review Committee reviews new and existing state agency regulations that may adversely impact small businesses. The Committee, which is comprised of private-sector small business owners, was chartered to ensure that South Carolina's small business community has a voice and a level playing field on which to compete. Small businesses facing problems with a state agency regulation can call or write to the Committee at the Business Services office of the South Carolina Department of Commerce to explain their concerns.

Visit the Business Services section at www.SCcommerce.com for more information.

LICENSES, PERMITS & REGULATIONS RESOURCES

Internal Revenue Service (IRS)

Nivia Hayes
Senior Tax Specialist
SBSE Stakeholders Liaison
1835 Assembly Street MDP-26
Columbia, SC 29201
Phone: (803) 253-3031
Fax: (803) 765-5055
Email: Nivia.hayes@irs.gov
Web: www.irs.gov/businesses

Other helpful IRS resources:

- *Business and Specialty Helpline:*
1-800-829-4933
- *Electronic Federal Tax Payment System:*
www.eftps.gov or 1-800-555-4477
- *Tax Forms and Publications:*
www.irs.gov/formspubs or 1-800-829-3676

Small Business Regulatory Review Committee (SBRRRC)

Chuck Bundy
1201 Main Street, Suite 1600
Columbia, SC 29201
Phone: (803) 737-0440
Fax: (803) 737-3818
Email: cbundy@sccommerce.com
Web: www.sccommerce.com

South Carolina Business One Stop (SCBOS)

SCBOS Helpline: (803) 898-5690

Email: scboshelp@scbos.com

Web: www.scbos.com

South Carolina Business One Stop or SCBOS is the official South Carolina business web portal. It enables anyone with an existing business or anyone starting a new business to file permits, licenses, registrations, or pay taxes. From the convenience of your computer at anytime, 24 hours a day – 7 days a week, you can take care of your important state filings, and pay for multiple filings and/or taxes with one credit, debit, or EFW payment.

South Carolina Commission for Minority Affairs

Thomas Smith
Executive Director
6904 N Main Street, Suite 107
Columbia, SC 29203
Phone: (803) 333-9621
Fax: (803) 333-9627
Web: www.state.sc.us/cma/

South Carolina Department of Commerce

Chuck Bundy
Manager, Business Services
1201 Main Street, Suite 1600
Columbia, SC 29201

Phone: (803) 737-0440
Fax: (803) 737-3818
Email: CBundy@SCcommerce.com
Web: www.SCcommerce.com

South Carolina Department of Consumer Affairs

Elliot F. Elam
Administrator
3600 Forest Drive, 3rd Floor
P.O. Box 5757
Columbia, SC 29250
Phone: (803) 734-4198 / (800) 922-1594
Email: Eelam@scconsumer.gov
Web: www.scconsumer.gov

South Carolina Department of Health and Environmental Control (SC DHEC), Small Business Environmental Assistance Program (SBEAP)

Phyllis T. Copeland
Small Business Ombudsman
DHEC-EQC Administration
2600 Bull Street
Columbia, SC 29201-1708
Phone: (803) 896-8982 / (800) 819-9001
Fax: (803) 896-8999
Email: copelapt@dhec.sc.gov
Web: www.scdhec.gov/environment/admin/sbeap

South Carolina Department of Labor, Licensing and Regulation

Joan Wilkie
Administrative Coordinator
Synergy Business Park Kingstree Building
110 Centerview Drive
P.O. Box 11329
Columbia, SC 29211-1329
Phone: (803) 896-4684
Fax: (803) 896-4515
Email: wilkiej@llr.sc.gov
Web: www.llr.state.sc.us

South Carolina Department of Labor, Licensing and Regulation Office of OSHA Voluntary Programs

Dottie Ison
Administrator
110 Centerview Drive
P.O. Box 11329
Columbia, SC 29211
Phone: (803) 896-7665
Fax: (803) 896-4310
Email: isond@llr.sc.gov
Web: www.llr.state.sc.us/labor/scovp

South Carolina Department of Revenue

S.C. Department of Revenue
301 Gervais Street
Columbia, SC 29201
Phone: (803) 898-5000 (General Info)
(803) 898-5709 (Income Tax Helpline)
(803) 898-5788 (Sales Tax Helpline)
Web: www.sctax.org

South Carolina Department of Transportation (SCDOT), Disadvantaged Business Enterprise (DBE) Program

Dr. Arlene Prince
Deputy Director
Office of DBE Special Services Programs
P.O. Box 191
Columbia, SC 29202-0191
Phone: (803) 737-1717
Fax: (803) 737-2021
Web: www.dot.state.sc.us/doing/dbe.html

South Carolina Department of Employment and Workplace

John L. Finan
Executive Director
1550 Gadsden Street
P.O. Box 995
Columbia, SC 29202
Phone: (803) 737-2681
Web: www.sces.org

South Carolina Film Commission, Production Guide

Tom Clark
Dan Rogers
1205 Pendleton Street, Suite 225
Edgar A. Brown Building
Columbia, SC 29201
Phone: (803) 737-0490
Fax: (803) 737-3104
Email: tclark@scprt.com
Email: danrogers@scprt.com
Web: www.filmsc.com

South Carolina Governor's Office of Small and Minority Business Assistance (OSMBA) Directory

1205 Pendleton Street, Suite 440A
Edgar A. Brown Building
Columbia, SC 29201
Phone: (803) 734-0657
Fax: (803) 734-2498
Web: www.govoepp.state.sc.us/osmba

South Carolina Office of the Secretary of State

P.O. Box 11350
Columbia, SC 29211
Phone: (803) 734-2345
Web: www.scsos.com

**South Carolina Workers' Compensation
Commission**

Gary Cannon

Executive Director

P.O. Box 1715

Columbia, SC 29201

Phone: (803) 737-5713

Email: gcannon@wcc.sc.gov

Web: www.wcc.sc.gov



FINANCING YOUR SMALL BUSINESS

After outlining your business plan, the financial requirements of the business should become clear. This section will help you find the right financial resources.

ARE YOU READY FOR FINANCING?

- ☐ **Develop a Business Plan:**
Create a written document describing your business, including type of business and legal form, annual sales, number of employees, length of time in business and the ownership structure.
- ☐ **Determine Financing Needs:**
Identify all startup expenses, estimate the costs of your business for at least the first several months, and create a realistic startup budget and cash flow model.
- ☐ **Discuss Your Credit Score:**
Creditors use your credit score to determine if you qualify for additional lending. Credit scores help predict who is most likely to repay debt and make payments on time.

TYPES OF FINANCING AVAILABLE

Debt Financing involves lenders such as banks, commercial finance companies and government-related lending. Depending on financial plans and goals, one of the following programs may suit your needs.

- ✓ **The Small Business Administration (SBA)** is a group of independent agencies of the federal government created to aid, counsel, assist and protect the interests of small businesses. The SBA operates a loan guarantee program which can assist with up to \$2 million dollars in potential financing. www.sba.gov
- ✓ **Community Express Loan Programs** help small businesses owned by minorities, women and veterans, or companies located in low-to-moderate income areas. www.superiorfg.com or www.borregospringsbank.com
- ✓ **Council of Governments Loan Programs** partner with local counties, cities and towns to provide resources to foster economic development, usually in the form of a revolving loan program. www.state.sc.us/cogs
- ✓ **The SC Capital Access Program (SC CAP)** is designed to provide financial institutions with a tool to assist with business loans in which public resources are used to generate financing. www.businessdevelopment.org

Equity Funding requires selling an ownership interest in the business in exchange for capital. There are several options when considering who should invest in your company.

- ✓ **Seed Capital Funds** may assist your financial goals through funding in the form of loans and equity. **SC Launch!** offers technology-based companies commercialization support and guidance, as well as up to \$200K in seed funding. www.SCLaunch.org
- ✓ **Angel Networks** are a good place to begin your search for funding. They are member-driven organizations that work to help support high-growth economic development in the region.
- ✓ **Venture Capital** may be a means of financial assistance depending on certain qualifications. **The South Carolina Venture Capital Investment Authority** is associated with four participating funds that are available for equity financing.

FINANCING YOUR SMALL BUSINESS RESOURCES

COMMUNITY DEVELOPMENT CORPORATIONS

Appalachian Development Corporation
(Serving Anderson, Cherokee, Greenville,
Oconee, Pickens and Spartanburg Counties)
David Mueller
Special Projects and Loan Fund Director
30 Century Circle
P.O. Box 6668
Greenville, SC 29606
Phone: (864) 241-4661
Email: mueller@scacog.org
Web: www.scacog.org/finance/adc.htm
This corporation was organized for the
purpose of furthering economic development
and social welfare in its respective counties
though a variety of service providers and
business lending programs.

**Catawba Regional Development
Corporation (CRDC)**
(Serving Chester, Lancaster, Union and York
Counties)
Randy Imler
215 Hampton Street, Suite 200
P.O. Box 450
Rock Hill, SC 29731
Phone: (803) 327-9041
Fax: (803) 327-1912
Email: rimler@catawbacog.org
Web: www.catawbacog.org/businessloans.asp
CRDC is a nonprofit corporation established to
provide supplemental government financing for
new or expanding businesses in its
representative counties, as well as provide
assistance to startup and expanding
businesses through a variety of programs.

**Santee-Lynches Regional Development
Corporation, Revolving Loan Fund (RLF)**
Walter Dunlap
Development Banking Director
36 W Liberty Street
P.O. Drawer 1837
Sumter, SC 29151-1837
Phone: (803) 775-7381
Fax: (803) 773-9903
Email: slrdc@slcog.org
Web: www.slcog.org
This corporation administers a RLF, a locally
controlled source of capital intended to assist
startups and growing businesses. It is used
primarily as gap financing to help leverage
private sector loans and investments to fulfill
an applicants' total capital needs

COUNCILS OF GOVERNMENT

**South Carolina's Councils of Governments
(COG)** efforts include focusing on regional
planning, keeping track of all types of statistical
information, obtaining and administering
grants, and supporting regional economic
development.

**Berkeley-Charleston-Dorchester (BCD)
Council of Governments, Revolving Loan
Fund (RLF)**
(Serving Berkeley, Charleston and Dorchester
Counties)
Jacquelyn Dickerson Ideozu
Technical Assistance Specialist
1362 McMillan Avenue, Suite 100
N. Charleston, SC 29405
Phone: (843) 529-0400
Fax: (843) 529-0305
Email: jacquelynd@bcdcog.com
Web: www.bcdcog.com

**Lower Savannah Council of Governments,
Economic Development, Revolving Loan
Fund**
(Serving Aiken, Allendale, Bamberg, Barnwell,
Calhoun, and Orangeburg Counties)
Frances Proveaux
Finance Manager
P.O. Box 850
Aiken, SC 29802
Phone: (803) 649-7981
Fax: (803) 649-2248
Email: fproveaux@lscog.org
Web: www.lscog.org

**Pee Dee Regional Council of Governments,
Revolving Loan Fund**
(Serving Chesterfield, Darlington, Dillon,
Florence, Marion and Marlboro Counties)
Phillip C. Goff, Assistant Executive Director
and Economic Development Director
Glenn C. Lane, Public Administration
Specialist and RLF Loan Officer
P.O. Box 5719
Florence, SC 29502
Phone: (843) 669-3138
Fax: (843) 669-4392
Email: gclane@peedeecog.org /
pcgoff@peedeecog.org
Web: www.peedeecog.org/service.html

**Upper Savannah Council of Governments,
Revolving Loan Fund**
(Serving Abbeville, Edgefield, Greenwood,
Laurens, McCormick and Saluda Counties)
Sam Leaman
Assistant Director
P.O. Box 1366
Greenwood, SC 29648
Phone: (864) 941-8056 / (800) 922-7729
Fax: (864) 941-8090
Email: sleaman@uppersavannah.com
Web: www.uppersavannah.com

**Waccamaw Regional Council of
Governments, Revolving Loan Fund**
(Serving Georgetown, Horry and Williamsburg
Counties)
David M. Essex
Executive Director
1230 Highmarket Street
Georgetown, S.C. 29440
Phone: (843) 546-8502
Fax: (843) 527-2302
Email: dessex@wrcog.org
Web: www.wrcog.org

EQUITY FINANCING

Charleston Angel Partners (CHAP)
Andrea Marshall
Executive Administrator
The Tate Center for Entrepreneurship
College of Charleston
5 Liberty Street
Charleston, SC 29424
Phone: (843) 881-5623
Email: andrea@charlestonangels.com
Web: www.chapsc.com
CHAP is an organization composed of
Charleston business professionals who screen
and evaluate qualified startups looking for
seed capital to support economic growth of the
region.

InvestSC, S.C. Venture Capital Program
Harry Huntley
1201 Main Street, Suite 1600
Columbia, SC 29201
Phone: (803) 737-0627
Fax: (803) 737-0628
Email: hhuntley@investsc.org
InvestSC was formed for the purpose of
assisting the Venture Capital Authority in
meeting the goals and objectives of the
program. It consists of four capital funds
chosen to invest in South Carolina-based

companies to promote the economic development goals of the state.

Palmetto Investments & Exchange Group, LLP

George Magrath
General Partner
Charleston, SC

Email: www.palmettoinvestments.com

Web: info@palmettoinvestments.com

Palmetto" is a private investment group founded in 2006 and managed by partners in Charleston. Palmetto invests in select public companies and in small, private companies with tremendous growth potential.

SCLaunch!

Dave McNamara

President

1330 Lady Street, Suite 505

Columbia, SC 29201

Phone: (803) 343-9070

Email: mcnamara@sclaunch.org

Web: www.sclaunch.org

SCLaunch! accelerates entrepreneurial growth for advanced technology startups by providing seed-funding of up to \$200,000 in loans or investments, ongoing mentoring and business counseling, and access to Resource Network Services.

Upstate Carolina Angel Network

Matt Dunbar

Managing Director

P.O. Box 9161

Greenville, SC 29604

Email: matt@upstateangels.org

The Upstate Carolina Angel Network, LLC (UCAN) is a group of accredited investors located in Upstate South Carolina who invest in and support startup and early-stage, high-growth businesses in the southeastern United States.

OTHER GOVERNMENT FINANCING (LOANS)

Charleston Local Development Corporation

Cindi Rourke

Loan Officer

75 Calhoun Street, 3rd Floor

Charleston, SC 29401

Phone: (843) 965-4089

Fax: (843) 724-7354

Email: rourke@ci.charleston.sc.us

Web: www.charlestonlfdc.com

City of Columbia

Office of Business Opportunities

Josephus Howard

Business Loan Officer

1225 Lady Street, 1st Floor

Columbia, SC 29201

Phone: (803) 545-3957

Fax: (803) 255-8912

Email: jhoward@columbiasc.net

Web: www.columbiacool.biz

Jobs–Economic Development Authority (JEDA)

Harry Huntley

Executive Director

1201 Main Street, Suite 1600

Columbia, SC 29201

Phone: (803) 737-0079

Fax: (803) 737-0016

Web: www.scjeda.net

JEDA's purpose is to retain and expand job opportunities and enlarge the tax base of the state and its local government through meeting the financial and capital needs of the small- and middle- market business community, as well as issuing tax exempt and taxable Industrial Revenue Bonds.

S.C. Capital Access Program (SC CAP)

Edwin O. Lesley

President and Treasurer

Business Development Corporation of SC

111 Executive Center Drive

Enoree Building, Suite 225

Columbia, S.C. 29210

Phone: (803) 744-0312, Ext. 119

Fax: (803) 744-0612

Email:

edwinlesley@businessdevelopment.org

Web:

www.businessdevelopment.org/sccap.php

SC CAP is used to promote economic development and job creation through small business in South Carolina by providing financial institutions with a flexible non-bureaucratic resource.

U.S. Department of Agriculture (USDA) Business and Industry (B&I) Guaranteed Loan Program

Gregg White

Program Director USDA

Strom Thurmond Building

1835 Assembly Street, Room 1007

Columbia, SC 29201

Phone: (803) 765-5881

Fax: (803) 253-3180

Email: Gregg.White@sc.usda.gov

Web: www.rurdev.usda.gov/sc/

The USDA B&I Guaranteed Loan Program helps to create jobs and stimulates rural economic by providing financial banking for rural businesses. The program provides up to 80 percent of a loan made by a commercial lender.

U.S. Small Business Administration (SBA) Loan Programs

Lois Johnson

Lender Relations Officer

South Carolina Office

1835 Assembly Street, Room 1425

Columbia, SC 29201

Phone: (803) 253-3360

Fax: (803) 765-5962

Email: mae.johnson@sba.gov

Web: www.sba.gov/sc/

SBA's loan programs provide long-and short-term loans for small businesses that might not qualify through normal lending channels.

NON-PROFIT LENDING INSTITUTIONS

Business Carolina, Inc. (BCI)

Edward C. Kesser

Senior Vice President – Lending

1523 Huger Street, Suite A

Columbia, SC 29201

Phone: (803) 461-3831

Fax: (803) 461-3819

Email: ekesser@bcilending.com

Web: www.bcilending.com

BCI provides financial assistance for the expansion and purchase of fixed assets (such as real estate or equipment), business acquisitions, replenishing working capital, and debt restructuring for owner-managed businesses throughout the Southeast.

Business Development Corporation (BDC) of South Carolina

Thomas H. Richardson

Vice President

P.O. Box 21823

Columbia, SC 29221

Phone: (803) 744-0305, Ext. 106

Fax: (803) 744-0605

Email: thr@businessdevelopment.org

Web: www.businessdevelopment.org

BDC is a non-bank commercial lending company specializing in the SBA 7(a) loan guaranty program.

Provident Business Financial Services

Keith Black

Vice President Loan Servicing and Processing

3937 Sunset Boulevard, Suite D

W. Columbia, SC 29169

Phone: (803) 791-0071

Fax: (803) 233-7589

Email: kblack@providentbfs.com

Web: www.providentbfs.com

Provident Business Financial Services

provides economic development financing to

small businesses by participating in the SBA

504 debenture program.



MARKETING AND GROWING YOUR BUSINESS

In today's competitive marketplace, success is dependent upon clear and consistent marketing plans that make a business' products and/or services stand out from the competition. This section highlights public sector marketing resources available throughout the state.

CREATING A MARKETING PLAN

- ☐ Make a list of your businesses goals, strengths and weaknesses.
- ☐ Analyze potential customer base for particular products.
- ☐ Consider product advantages and how they will be leveraged.
- ☐ Determine a pricing strategy for services and products.
- ☐ Create promotional programs, media outreach and advertising to reach preferred customer base.
- ☐ Evaluate short and long-term goals to ensure the best results.

HOW TO MARKET YOUR BUSINESS

- ✓ **Market your business** through print, Web and radio media if possible. This can be done through purchasing advertising or via strategic public relations. Convince the customer why your company and your services would be their optimal choice. If your budget allows, utilize the services of a marketing firm to get your plan started.
- ✓ **Target customers** that are most likely to benefit from your services and will provide you with the most sales.
- ✓ **Understand market size and trends** that will affect your customer base.
- ✓ **Know your competition** by realistically assessing and comparing your strength and weaknesses. Compare products, services and performance.

STATE AND FEDERAL CONTRACTING

- ✓ Materials Management Office (MMO)
- ✓ Procurement Technical Assistance Centers (PTAC)
- ✓ The FedBizOpps for Federal Business Opportunities
- ✓ The Carolinas' Minority Supplier Development Council
- ✓ The Minority Business Enterprise Center of South Carolina

GROW YOUR BUSINESS THROUGH THE BUYSC PROGRAM

BuySC is a product, material and service locator program designed to help new and existing South Carolina companies connect with South Carolina vendors and suppliers. The program utilizes resources from the South Carolina Department of Commerce, the South Carolina Technical College System, economic development allies, and Harris InfoSource and Dun & Bradstreet® databases to match a company's needs with in-state resources.

BuySC relies on extensive knowledge of the state's existing supply chains, and works in concert with the South Carolina Chamber of Commerce, which receives many in-state supplier inquiries, to best serve a company's needs. To learn how **BuySC** can help your business grow, visit the Business Services section of www.SCcommerce.com.

MARKETING AND GROWING YOUR BUSINESS RESOURCES

BuySC Program

South Carolina Department of Commerce
Business Services Department
Phone: (803) 737-0222 / (803) 737-0440
Email: BuySC@SCcommerce.com
Web: www.SCcommerce.com

Clemson Institute for Economic and Community Development (CIECD)

Paul "Mac" Horton, Ph.D.
Director and Associate Dean of
Community Development
South Carolina Rural Development
Council
900 Clemson Road
Columbia, SC 29229
Phone: (803) 788-5700
Email: mhorton@clemson.edu
Web: www.clemson.edu/sandhill/
CIECD offers Small Business and Marketing
Plan classes from various curriculums including
FastTrac GrowthVenture, FastTrac Techventure
and eCommerceSC.

ECI-Find New Markets

Fred Monk
President
Anita Patel
Director of Research
P.O. Box 12186
Columbia, SC 29211
Phone: (803) 255-2623
Phone: (803) 777-1177
Email: apatel@findnewmarkets.com
Web: www.findnewmarkets.com

Materials Management Office (MMO)

John Stevens
1201 Main Street, Suite 600
Columbia, SC 29201
Phone: (803) 737-0600
Fax: (803) 737-0639
Email: jrstevens@mmo.sc.gov
Web: www.procurement.sc.gov

State Engineer's Office

John St. C. White, PE
State Engineer and CPO of Construction
1201 Main Street, Suite 600
Columbia, SC 29201
Phone: (803) 737-0768
Email: JWhite@mmo.sc.gov

FEDERAL CONTRACTING RESOURCES

GSA – Federal Acquisition Service

Janice Zeigler
Customer Service Director

321 Cullen Street, RM 200
Shaw AFB 29152
Phone: (803) 310-0088
E-mail: jan.zeigler@gsa.gov
Web: www.gsa.gov

Procurement Technical Assistance Center (PTAC)

Scott H Bellows
SC PTAC Program Manager
The Moore School of Business
1225 Laurel Street
Columbia, SC 29201
Phone: (803) 777-7877
Email: shbellows@sc.edu
Web: <http://scsbdc.moore.sc.edu>

INTERNATIONAL TRADE RESOURCES

City of Columbia

Office of Economic Development

Deidre B. Crow
Deputy Director, International Trade Liaison
1201 Main Street, Suite 250
Columbia, SC 29201
Phone: (803) 734-2704
Fax: (803) 734-2702
Mobile: (803) 315-8768
Email: dcrow@columbiasc.net
Web: www.columbiascdevelopment.com

SBA Export Trade Finance Officer

Dan Holt
521 E Morehead Street, Suite 435
Charlotte, NC 28202
Phone: (704) 333-4886
Fax: (704) 332-2681
Email: dan.holt@trade.gov

South Carolina Department of Commerce

Clarke Thompson
Export Development
1201 Main Street, Suite 1600
Columbia SC 29201
Phone: (803) 737-0438
Fax: (803) 737-3818
Email: cthompso@SCcommerce.com
Web: www.SCcommerce.com

South Carolina Minority Business Enterprise Center

Dawn Jennings
Project Administrator
400 Percival Road
Columbia, SC 29206
Phone: (803) 743-1154
Fax: (803) 743-1162
Email: djennings@scmbec.com
Web: www.scmbec.com

Carolinas Minority Supplier Development Councils, Inc. (CMSDC)

Jackie LaJoie
Vice President
200 S Tryon 10th floor, Suite 1000
Charlotte, NC 28202
Phone: (704) 549-1000
Fax: (704) 549-1616
Email: jlajoie@carolinasmcdc.org
Web: www.carolinasmcdc.org

U.S. Department of Commerce, U.S. Commercial Service, U.S. Export Assistance Centers (USEAC)

Web: www.buyusa.gov/southcarolina

Midlands Office

Dorette Coetsee
Director
US Commercial Service-South Carolina
USC Moore School of Business
1705 College Street, Suite 607
Columbia, SC 29208
Mobile: (803) 397-4590
Phone: (803) 777-2571
Fax: (803) 777-2615
Email: Dorette.Coetsee@trade.gov

Amy Thomson
Senior International Trade Specialist
Columbia US Export Assistance Center
USC Moore School of Business
1705 College Street, Suite 607
Columbia, SC 29208
Phone: (803) 777-2563
Mobile: (803) 920-9049
Fax: (803) 777-2615
Email: Amy.Thomson@trade.gov

Charleston Office

Phil Minard
International Trade Specialist
Charleston US Export Assistance Center
1362 McMillan Avenue, Suite 100
N. Charleston, SC 29405
Phone: (843) 746-3404
Fax: (843) 529-0305
Email: Phil.Minard@trade.gov

Greenville Office

Denis Csizmadia, Manager
Greenville US Export Assistance Center
Buck Mickle Center at Greenville Technical
College
216 Pleasantburg Drive
Greenville, SC 29607
Phone: (864) 250-8429
Fax: (864) 250-6729
Email: denis.csizmadia@trade.gov
Web: <http://export.gov>



WORKFORCE DEVELOPMENT

The South Carolina Department of Commerce is committed to ensuring that South Carolinians have the education and training necessary to fill the most in-demand jobs. This section provides valuable insight into workforce resources offered by the South Carolina Department of Employment & Workforce.

THE WORKFORCE DIVISION CAN ASSIST WITH:

- ✓ Finding qualified employees
- ✓ Employee retention
- ✓ Human resources set-up
- ✓ Training programs through the Technical/Community Colleges
- ✓ Management training
- ✓ Apprenticeships through the Apprenticeship Carolina Program

Incumbent Worker Training

Funds may be available to train current employees to meet changing skill requirements due to new technology, restructuring, new product lines and many other factors. An employer match is required. Funding priority is given to training that will lead to significant upgrades in employee skills or wages, or that will result in layoff aversion and better retention opportunities. Funding for this program is allocated annually.

On-the-Job Training

May provide reimbursement for up to 50-75 percent (depending on the size of the business) of the wage rates for new hires that are trained on-site. These funds help offset the costs of training and the related supervision. The length of the reimbursement is based on occupation, the content of the training and the prior work experience of the new hire.

readySC™

The readySC™ program, offered through the South Carolina Technical College System, can coordinate training needs at no cost for eligible new or expanding companies throughout the state. The program works with the state's 16 technical colleges to develop training curriculum tailored to meet a company's workforce requirements. More than a quarter million workers have been trained since the program's inception. www.readysc.org

Apprenticeship Carolina Program

Apprenticeship Carolina's primary mission is to ensure that all employers in South Carolina have access to the information and technical assistance they need to create their own demand-driven registered apprenticeship programs by working with the 16 technical colleges across the state.

www.sctechsystem.edu/ApprenticeshipCarolina

WorkReady SC Initiative

The WorkReady SC initiative provides a common language defining skill levels for South Carolina employers and job seekers and provides credentials for South Carolina workers. It is based on the WorkKeys® Job Skills Assessment System. The system connects work skills, training and testing for education and employers; makes it easier to meet the requirements of federal programs and legislation; supports economic and workforce development programs and is the basis for the National Career Readiness Certificate.

www.WorkReadySC.com

WORKFORCE DEVELOPMENT RESOURCES

University of South Carolina (USC), Daniel-Mickel Center for Executive Education

Jacqueline S. Hunt
Events and Facilities Management
1705 College Street
Columbia, SC 29208
Phone: (803) 777-2146
Fax: (803) 777-4447
Email: jacqueline.hunt@moore.sc.edu
Web:
www.mooreschool.sc.edu/moore/dmc

LOCAL WORKFORCE INVESTMENT AREAS

Contact your local Workforce Investment Area to get started. For more information, visit www.WorkforceSouthCarolina.com.

Berkeley-Charleston-Dorchester Council of Governments

(Serving Berkeley, Charleston, Dorchester Counties)

Ronald E. Mitchum
Executive Director
1362 McMillan Avenue, Suite 100
N. Charleston, SC 29405
Phone: (843) 529-0400
Fax: (843) 529-0305
Email: ronm@bcdco.org
Web: www.bcdco.org

Catawba Regional Council of Governments

(Chester, Lancaster, York Counties)

Nicole Lawing
Workforce Development Administrator
P.O. Box 450
Rock Hill, SC 29731
Phone: (803) 327-9041
Fax: (803) 327-1912
Email: nlawing@catawbacog.org
Web: www.catawbacog.org

Central Midlands Council of Governments

(Serving Lexington, Richland, Newberry, Fairfield Counties)

Norman Whitaker
Executive Director
236 Stoneridge Drive
Columbia, SC 29210
Phone: (803) 376-5390
Fax: (803) 376-5394
Email: nwhitaker@centralmidlands.org
Web: www.centralmidlands.org

Greenville County Workforce Development Board

Dean Jones
Workforce Development Administrator
301 University Ridge, Suite 1500
Greenville, SC 29601-3665
Phone: (864) 467-3605
Fax: (864) 467-3603
Email: dejones@greenvillecounty.org
Web: www.greenvillewib.com

Lowcountry Council of Governments

(Beaufort, Colleton, Hampton, Jasper Counties)

James (Jamie) Wood
Workforce Development Administrator
P.O. Box 98
Yemassee, SC 29945
Phone: (843) 726-5536
Fax: (843) 726-5165
Email: jwood@lowcountrycog.org
Web: www.lowcountryworkforce.org

Lower Savannah Council of Governments

(Aiken, Allendale, Bamberg, Barnwell, Calhoun, Orangeburg Counties)

Samuel "Sam" R. Jordan
Workforce Development Administrator
P.O. Box 850
2748 Wagener Road
Aiken, SC 29802-0850
Phone: (803) 649-7981
Fax: (803) 649-2248
Email: sjordan@lscog.org
Web: www.lswia.org

Midlands Workforce Development Board

(Fairfield, Lexington, Richland Counties)

Bonnie Austin
Workforce Development Administrator
100 Executive Center Drive, Suite 218
Columbia, SC 29210
Phone: (803) 744-1670 ext. 101
Fax: (803) 744-1671
Email: baustin@mwdb.org
Web: www.midlandsworkforce.org

Pee Dee Regional Council of Governments

(Chesterfield, Darlington, Dillon, Florence, Marion, Marlboro)

Vickie Tyner
Workforce Development Administrator
P.O. Box 5719
Florence, SC 29502
Phone: (843) 669-3138
Fax: (843) 679-3743

Email: v-tyner@sc.rr.com
Web: www.peedeewib.org

Santee Lynch Regional Council of Governments

(Clarendon, Kershaw, Lee, Sumter Counties)

Les Thompson
Workforce Development Administrator
P.O. Box 1837
Sumter, SC 29151
Phone: (803) 775-7381
Fax: (803) 773-9903
Email: ltompson@slcog.org
Web: www.slworkforcedev.org

Trident Workforce Investment Board

(Berkeley, Charleston and Dorchester Counties)

Paul L. Connerty
Administrator
1930 Hanahan Road, Suite 500
N. Charleston, SC 29406
Phone: (843) 574-1806
Fax: (843) 574-1816
Email: paule@toscc.org
Web: www.toscc.org
www.bcdco.org

Upper Savannah Council of Governments

(Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry, Saluda)

Sandra Johnson
WIA Administrator
P.O. Box 1366
Greenwood, SC 29648
Phone: (864) 941-8055
Fax: (864) 941-8090
Email: sjohnson@uppersavannah.com
Web: www.us1stops.com

Upstate Workforce Investment Board

(Cherokee, Spartanburg, Union Counties)

Ann Fesperman Angermeier
Executive Director
145 N Church Street
Spartanburg, SC 29306
Phone: (864) 596-2028
Fax: (864) 596-2199
Email: angermeier@upstaterwib.org
Web: www.upstaterwib.org

Waccamaw Regional Council of Governments

(Georgetown, Horry, Williamsburg Counties)

Denise Day
Workforce Development Administrator
200 N Fraser Street

Georgetown, SC 29440
Phone: (843) 546-4231
Fax: (843) 520-0642
Email: deniseday@wrcog.org
Web: www.wrcog.org

WorkLink Workforce Investment Board
(Anderson, Oconee, Pickens Counties)
Nita Colman
Executive Director
511 Westinghouse Road
Pendleton, SC 29670
Phone: (864) 646-1548
Fax: (864) 646-2814
Email: ncolman@worklinkweb.com

STATE BOARD FOR TECHNICAL AND
COMPREHENSIVE EDUCATION / SOUTH
CAROLINA TECHNICAL AND COMMUNITY
COLLEGE SYSTEM

readySC™
**Division of Economic Development
& Workforce Competitiveness**
South Carolina Technical College System
Ed Richardson
Associate Vice President
111 Executive Center Drive
Columbia, SC 29210
Phone: (803) 896-5331
Web: www.readysc.org

Apprenticeship Carolina
**Division of Economic Development
& Workforce Competitiveness**
SC Technical College System
Melinda Eagle
Director
111 Executive Center Drive
Columbia, SC 29210
Phone: (803) 896-5373
Web: www.apprenticeshipcarolina.com

SC Technical College System
Darrel Staat
President
111 Executive Center Drive
Columbia, SC 29210
Phone: (803) 896-5280
Web: www.sctechsystem.edu

SOUTH CAROLINA
TECHNICAL COLLEGE SYSTEM

Aiken Technical College
Dr. Gemma Frock
Vice President of Education and Training
Development
P.O. Drawer 696
Aiken, SC 29802-0696
Phone: (803) 593-9954 ext. 1226
Fax: (803) 594-9461
Email: frock@atc.edu
Web: www.atc.edu

Central Carolina Technical College
Jack Neal
Dean, Industrial & Engineering Technology
& Workforce Development
506 N Guignard Drive
Sumter, SC 29150
Phone: (803) 778-7814
Fax: (803) 778-7848
Email: nealej@cctech.edu
Web: www.cctech.edu

Denmark Technical College
Robert Brown
Associate Vice President for
Economic and Workforce Development
P.O. Box 327
Denmark, SC 29042
Phone: (803) 793-5162
Fax: (803) 793-5156
E-mail: BrownR@denmarktech.edu
Web: www.denmarktech.edu

Florence-Darlington Technical College
Jack Roach
Director of Southeastern Institute of
Manufacturing and Technology
P.O. Box 100549
Florence, SC 29502
Phone: (843) 413-2705
Fax: (843) 413-2717
Email: Jack.Roach@SiMT.com
Web: www.simt.com

Greenville Technical College
Cynthia Eason
Vice President, Corporate & Economic
Development
P.O. Box 5616
Greenville, SC 29607
Phone: (864) 250-8601
Fax: (864) 250-8477
Email: Cynthia.eason@gvltec.edu
Web: www.gvltec.edu

Horry-Georgetown Technical College
Gregory Mitchell
Vice President, Workforce Development &
Continuing Education
P.O. Box 261966
Conway, SC 29528
Phone: (843) 477-2032
Fax: (843) 232-1106
Email: greg.mitchell@hgtc.edu
Web: www.hgtc.edu

Midlands Technical College
Barrie Kirk
Associate Vice President,
Corporate & Continuing Education
& Economic Development
151 Powell Road
Columbia, SC 29203
Phone: (803) 691-3875

Fax: (803) 691-3916
Email: KirkB@midlandstech.edu
Web: www.mtctraining.com

Northeastern Technical College
Sherrie Chapman
Dean of Continuing Education
1201 Chesterfield Hwy
Cheraw, SC 29520
Phone: (843) 921-6922
Fax: (843) 921-1479
Email: schapman@netc.edu
Web: www.netc.edu

Orangeburg-Calhoun Technical College
Dr. Rebecca Battle-Bryant
Associate Vice President, Career Training
& Development
3250 St. Matthews Road NE
Orangeburg, SC 29118
Phone: (803) 535-1231
Fax: (803) 535-1238
Email: Battle-BryantR@OCtech.edu
Web: www.octech.edu

Piedmont Technical College
Rusty Denning
Associate Vice President of Continuing
Education & Economic Development
P.O. Drawer 1467
Greenwood, SC 29648
Phone: (864) 941-8417
Fax: (864) 941-8777
Email: denning.r@ptc.edu
Web: www.ptc.edu

Spartanburg Community College
Mike Forrester
Interim Director
Corporate and Community Education
Director Economic Development
P.O. Box 4386
Spartanburg, SC 29305
Phone: (864) 592-4805
Fax: (864) 592-4609
Email: forresterm@sccsc.edu
Web: www.sccsc.edu

Technical College of the Lowcountry
Nancy Weber
Vice President for Continuing Education
and Institutional Advancement
921 S Ribaut Road
P.O. Box 1288
Beaufort, SC 29901
Phone: (843) 525-8226
Fax: (843) 525-8362
Email: nweber@tcl.edu
Web: www.tcl.edu

Tri-County Technical College

Rich Cothran

Dean of Continuing Education

P.O. Box 587

Pendleton, SC 29689

Phone: (864) 646-1701

Fax: (864) 646-1897

Email: rcothran@tctc.edu

Web: www.tctc.edu

Trident Technical College

Skip Godow

Vice President, Continuing Education
& Economic Development

P.O. Box 118067

Charleston, SC 29423-8067

Phone: (843) 574-6022

Fax: (843) 574-6470

Email: skip.godow@tridenttech.edu

Web: www.tridenttech.edu

Williamsburg Technical College

Kenneth Wooten

Director of Continuing Education

601 Martin Luther King Jr. Avenue

Kingstree, SC 29556-4103

Phone: (843) 355-4150

Fax: (843) 355-4298

Email: wootenk@wiltech.edu

Web: www.wiltech.edu

York Technical College

Dr. Joanne Zukowski

Associate Vice President of Economic &
Workforce Development

452 S Anderson Road

Rock Hill, SC 29730

Phone: (803) 325-2873

Fax: (803) 981-7327

Email: JZukowski@YorkTech.com

Web: www.yorktech.com



BUSINESS OPERATIONS

Many issues must be addressed when running a business – from insurance to process improvements, to taxes and supply chain relationships. Business operations are all activities associated with running a business that produce value for the business. Generating revenue efficiently and effectively is a vital part of owning and running a business – which makes it extremely important to consider all aspects of running a business when building a business plan.

THINGS TO CONSIDER:

- ☐ Insurance to protect businesses as well as employees.
- ☐ Business tax filings and Certified Public Accountants.
- ☐ Operating efficiently and staying profitable.
- ☐ Energy costs and how businesses can reduce them.
- ☐ Business continuity and disaster planning. How will the business recover?
- ☐ Can a recycling program help your business?
- ☐ Managing supply chain and vendor relationships.

BUSINESS OPERATIONS RESOURCES

- ✓ **Insurance:** Consider and research the different types of insurance related to running a business – Property & Casualty, Employee Health and Workers' Compensation to name a few. The **South Carolina Insurance News Service** provides insurance related information from around the state and country for business owners. Learn more at www.scinsnews.com.
- ✓ **Taxes:** It is important to develop a good working relationship with your accountant. Your accountant should be familiar with key tax dates and the necessary documentation. For more information, contact a local **IRS tax office**, the **South Carolina Department of Revenue** or the **South Carolina Business One Stop**. www.irs.gov, www.scbos.com
- ✓ **Process Improvement/Operational Efficiency:** South Carolina's Manufacturing Extension Partnership (MEP) and other industry related organizations are available to help with process improvement and operational efficiency. For more information about how MEP can help your business, visit www.scmep.org.

RECYCLING WORKS – BUSINESS RECYCLING OPPORTUNITIES IN SOUTH CAROLINA

Recycling can save your business money in avoided disposal costs – and may even produce revenue. Recycling also saves energy and natural resources. The **South Carolina Smart Business Recycling Program** provides free, confidential, non-regulatory technical assistance on recycling, waste reduction, beneficial reuse and other ways for businesses to conserve resources and improve their bottom line. The South Carolina Department of Commerce's easy-to-use **Recycling Business Directory** provides convenient search features that allow users to find outlets for recycling commodities.

For more information on recycling, visit the Business Services section of www.SCcommerce.com, or the South Carolina Smart Business Recycling Program at www.scdhec.gov/environment/lwm/recycle/index.htm.

BUSINESS OPERATIONS RESOURCES

Internal Revenue Service (IRS)

Nivia Hayes
Senior Tax Specialist
SBSE Stakeholders Liaison
1835 Assembly Street, MDP-26
Columbia, SC 29201
Phone: (803) 253-3031
Fax: (803) 765-5055
Email: Nivia.hayes@irs.gov
Web: www.irs.gov/businesses/index.html

Other helpful IRS resources:

- *Business and Specialty Helpline:*
1 (800) 829-4933
- *Electronic Federal Tax Payment System:*
www.eftps.gov or 1 (800) 555-4477
- *Tax Forms and Publications:*
www.irs.gov/formspubs or 1 (800) 829-3676

Emergency Support Function Business & Industry State Warning Point

Chuck Bundy
Phone: (803) 737-0440
Email: cbundy@SCcommerce.com

South Carolina Department of Insurance

David Black
Director
1201 Main Street, Suite 1000
Columbia, SC 29201
Phone: (803) 737-6160
Fax: (803) 737-6205
Email: info@doi.sc.gov
Web: www.doi.sc.gov

South Carolina Insurance News Service

Russ Dubisky, Executive Director
1301 Gervais Street, Suite 715
Columbia, SC 29201
Phone: (803) 252-3455
Fax: (803) 779-0189
Email: russsd@scinsnews.com
Web: www.scinsnews.com

South Carolina Manufacturing Extension Partnership (SCMEP)

John Irion, President
Chuck Spangler, Vice President
817 Calhoun Street
P.O. Box 7008
Columbia, SC 29201
Phone: (803) 252-6976 ext. 231
(864) 288-5687 ext. 210
Fax: (803) 254-8512

Email: jirion@scmep.org
cspangler@scmep.org
Web: www.scmep.org

RECYCLING RESOURCES

Asphalt Rubber Technology Service

David Wingard, Program Administrator
2002 Hugo Drive
Clemson University
Clemson, SC 29634
Phone: (864) 656-6799
Email: arts@ces.clemson.edu
Web: www.ces.clemson.edu/arts
The program promotes, designs, and tests the use of recycled scrap tires in rubberized asphalt and other civil infrastructure applications.

Carolina Recycling Association

Will Sagar, Board President
P.O. Box 1296
Greenville, SC 29602
Phone: (877) 972-0007
Email: willsagar@gmail.com
Web: <http://sc.mycoville.com/homepage>
This association provides education, marketing, and resource tools for the recycling industry.

Charleston Green Initiative

Carolee Williams, Project Manager
City of Charleston
75 Calhoun Street, Third Floor
Charleston, SC 29401
Phone: (843) 724-3776
Email: williamsc@charleston-sc.gov
Web: www.charlestoncity.info/dept/content.aspx?nid=1446
This initiative works with local governments, businesses, nonprofit organizations and other entities to protect and implement policies to promote and protect environmental quality and sustainable living.

City of Columbia Climate Protection Action Campaign

Mary Pat Bauldauf, Sustainability Facilitator
Public Works Division
2910 Colonial Drive
Columbia, SC 29203
Phone: (803) 545-2722
Email: mpbauldauf@columbiasc.net
Web: www.coccpac.com

This initiative identifies measures that can be taken to reduce greenhouse gases and

promote sustainability.

Energy Star

Phone: (888) 782-7937
Web: www.energystar.gov
This program provides information on energy efficient products and practices.

Habitat for Humanity ReStores

Web: www.habitat.org/env/restores.aspx
ReStores sell quality, used and surplus building materials at a fraction of normal prices.

Keep America Beautiful

Phone: (203) 659-3000
Fax: (203) 659-3001
Email: info@kab.org
Web: www.kab.org

This organization forms public-private partnerships and programs that encourage individuals to take greater responsibility for improving their community's environment.

Keep the Midlands Beautiful

Heidi Johnson, Executive Director
930 Richland Street
P.O. Box 1360
Columbia, SC 29202
Phone: (803) 733-2526
Email: Heidi@keepthemidlandsbeautiful.com
Web: www.keepthemidlandsbeautiful.com
This organization promotes litter prevention, recycling and beautification.

Palmetto Pride

Linda Shadel, Director of Operations
P.O. Box 50217
Columbia, SC 29250
Phone: (803) 758-6034
Toll-free: (877) 752-7733
Email: info@palmettopride.org
Web: www.palmettopride.org
This organization encourages individuals to take greater responsibility for enhancing their communities.

Recycling Market Development Advisory Council (RMDAC)

Chantal Fryer, Business Specialist
1201 Main Street, Suite 1600
Columbia, SC 29201
Phone: (803) 737-0477
Email: cfryer@sccommerce.com
Web: www.SCcommerce.com
This 14 member, Governor-appointed council tracks the success and growth of the state's

recycling industry and makes policy and program recommendations to the Governor and General Assembly.

Solid Waste Association of North America- South Carolina Chapter

Ed Marr, President
City of Greenville
360 South Hudson Street
Greenville, SC 29601
Phone: (864) 467-4345

Email: marre@greatergreenville.com

Web: www.scswana.org/index.cfm

This organization helps to advance the practice of environmentally and economically sound management of municipal solid waste in North America.

Southeast Recycling Development Council

Jennifer Cooper, Communications Director
Email: jenn.cooper@serdc.org

Web: www.serd.org

This council's mission is to unite industry, government and non-government organizations to promote sustainable recycling in the Southeast.

South Carolina Biomass Council

Erika Myers, Renewable Energy Coordinator
1200 Senate Street
408 Wade Hampton Building
Columbia, SC 29201
Phone: (803) 737-7951

Email: emyers@energy.sc.gov

Web: www.scbiomass.org

This council serves as a resource for the public and decision-makers about the environmental and economic benefits of biomass energy.

South Carolina Business One Stop (SCBOS)

Helpline: (803) 898-5690

Email: scboshelp@scbos.com

Web: www.scbos.com

The official South Carolina business Web portal. It enables anyone with an existing business or anyone starting a new business to file permits, licenses, registrations, or pay taxes. From the convenience of your computer anytime, 24 hours a day- 7 days a week, you can take care of your important state filings, and pay for multiple filings and/or taxes with one credit, debit, or EFW payment.

South Carolina Department of Commerce Recycling Market Development Program

Chantal Fryer, Business Specialist
1201 Main Street, Suite 1600
Columbia, SC 29201

Phone: (803) 737- 0477

Email: CFryer@SCcommerce.com

Web: www.SCcommerce.com

This program helps foster a thriving recycling economy in the state and promotes sustainable business practices for business, industry, government and other organizations.

South Carolina Department of Health and Environmental Control- Office of Solid Waste Reduction and Recycling

Richard Chesley, Section Manager- Education, Technical Assistance and Reporting Section
Jana White, Section Manager- Solid Waste Planning and Grants Section
2600 Bull Street
Columbia, SC 29201

Phone: (803) 896-4209

Email: cheslerl@dhec.sc.gov

Phone: (803) 896-4221

Email: whitejm@dhec.sc.gov

Web:

www.scdhec.gov/environment/lwm/recycle

South Carolina Department of Health and Environmental Control- Smart Business Recycling Program

Amanda St. John, Program Coordinator
2600 Bull Street
Columbia, SC 29201

Phone: (803) 896-4234

Email: stjohnal@dhec.sc.gov

Web:

www.scdhec.gov/environment/lwm/recycle/smart_business/index.htm

This program provides free, confidential, non-regulatory technical assistance on recycling, waste reduction, beneficial reuse and other ways for businesses to conserve resources and improve their bottom line.

South Carolina Department of Health and Environment Control- Green Hospitality Program

Tiffany Jaspers, Program Coordinator
2600 Bull Street
Columbia, SC 29201

Phone: (803) 896-4223

Email: jasperta@dhec.sc.gov

Toll free: 1-800-768-7348

Web:

www.scdhec.gov/environment/lwm/recycle/green_hospitality

This program is a free, voluntary program designed to help South Carolina's hospitality industry reduce the environmental impact of its operations and incorporate environmental stewardship and sustainability in its business practices. It also promotes and recognizes hotels, restaurants and other hospitality facilities for their environmentally conscious practices.

South Carolina Department of Health and Environmental Control South Carolina Materials Exchange

Web:

www.scdhec.gov/environment/lwm/databases/scme

The Exchange is a free, Web-based service that seeks to reduce waste by facilitating the exchange of reusable materials by businesses, non-profit institutions and government agencies.

South Carolina Department of Health and Environmental Control- Center for Waste Minimization

Christine Steagall, Unit Leader
2600 Bull Street
Columbia, SC 29201

Phone: (803) 896-8986

Email: steagacl@dhec.sc.gov

Web:

www.scdhec.gov/environment/admin/cwm

The center helps companies improve their environmental performance by finding users for by-products, equipment and services that minimize waste and substitutes for hazardous materials.

South Carolina Department of Health and Environmental Control- Center for Waste Minimization Index of Waste Minimization Resources

Web:

www.scdhec.gov/environment/admin/CWM/CWMindex.htm

This index provides users of company byproducts: equipment to help minimize waste, services to assist with waste minimization programs and substitutes for hazardous materials.

South Carolina Department of Health and Environmental Control- Small Business Environment Assistance Program

Phyllis Copeland, Ombudsman
2600 Bull Street
Columbia, SC 29201

Phone: (803) 896-8982

Fax: (803) 896-8999

Email: copelapt@dhec.sc.gov

Web:

www.scdhec.gov/environment/admin/sbeap

This program provides free non-regulatory environmental permitting, compliance, education, outreach and advocacy assistance to businesses.

South Carolina Department of Revenue

301 Gervais Street
Columbia, SC 29201

Phone: (803) 898-5000 (General Info)
(803) 898-5709 (Income Tax Helpline)

(803) 898-5788 (Sales Tax Helpline)

Web: www.sctax.org

South Carolina Energy Office

1200 Senate Street

408 Wade Hampton Building

Columbia, SC 29201

Phone: (803) 737-8030

Fax: (803) 737-9846

Web: www.energy.sc.gov

The office provides technical assistance, audits, workshops, education materials, project grants, loans and rebates to help businesses, public entities and the public save energy and money.

South Carolina Green Building Directory

Phone: (843) 529-3416

Web: www.scgreenbuildingdirectory.org

This directory is a free online tool of green building resources. Established by the South Carolina Sustainability Institute, it provides information on products and services that support green practices in the state.

South Carolina Green Purchasing Initiative

Norma Hall, Program Manager

1201 Main Street

Suite 600

Columbia, SC 29201

Phone: (803) 737-0600

Email: nhall@mmo.sc.gov

Web: www.mmo.sc.gov/MMO/MMO-index.phtml

This initiative promotes and advances green purchasing among state government agencies. It also provides a guide for recycled products.

South Carolina Department of Commerce Recycling Directory

Web:

<http://maps.sccommerce.com/resource/recyclingdirectory.aspx>

This directory provides convenient search features allowing users to find outlets for recycling commodities.

South Carolina Sustainability Institute

Bryan Cordell, Executive Director

113 Calhoun St.

Charleston, SC 29401

Phone: (843) 529-3421 or (843) 529-3416

Email: director@sustainabilityinstitutesc.org

Web: www.sustainabilityinstitutesc.org

The institute helps homeowners, professionals and businesses transform their buildings into sustainable structures.

U.S. Green Building Council- South Carolina Chapter

Adam Bernholz, Board Chairman

1450 Fifth Street, West

North Charleston, SC 29405

Phone: (843) 329-3131

Email: adam@greenwizard.com

Web: www.usgbc.org

This council provides courses and workshops on sustainable building design and construction, and also offers information on LEED certification.

U.S. Environmental Protection Agency- Region 4

Sam Nunn Atlanta Federal Center

61 Forsyth Street, SW

Atlanta, GA 30303

Phone: (404) 562-9900

Toll free: 1-800-241-1754

Web: www.epa.gov

This agency protects human health and the environment, develops and enforces regulations, provides grant opportunities and educational training.



LOCAL AREA & OTHER RESOURCES

A business' success is dependent upon strong business connections – especially local connections. South Carolina has numerous local resources available to help get businesses up and running, and to help existing companies remain successful. Local resources consist of organizations that have the ability to connect businesses and key allies in the industry, both at the community level and throughout the state.

✓ **LOCAL ECONOMIC DEVELOPERS**

Local Economic Development professionals are employed by South Carolina counties and municipalities to provide assistance for business in their area. They work to promote and ensure the economic growth of their community and are available to assist any business.

✓ **SOUTH CAROLINA REGIONAL ECONOMIC DEVELOPMENT ALLIANCES**

There are several economic development alliances within South Carolina. Each alliance services a particular region of the state, often combining the resources of several counties to promote growth. All are willing to assist companies relocating to or expanding within South Carolina.

✓ **CHAMBERS OF COMMERCE AND OTHER BUSINESS ADVOCATE ORGANIZATIONS**

Chambers of Commerce around the state serve the business community in a variety of ways. They promote the economic growth of communities and generally represent the business interests of the communities they serve. Chambers provide valuable resources that can greatly benefit a business.

✓ **COUNCIL OF GOVERNMENTS**

South Carolina Council of Governments (COGs) are essential in assisting local governments with both local and regional development plans within the state. There are ten COGs in South Carolina, each representing a multi-county planning district.

✓ **SMALL BUSINESS DEVELOPMENT CENTERS**

Small Business Development Centers (SBDC) provide technical business planning assistance and offer programs to assist businesses interested in access to federal procurement opportunities. SBDCs also provide assistance for firms interested in or capable of participating in the Department of Defense's Small Business Innovation Research Program or Small Business Technology Transfer Program.

✓ **SERVICE CORPS OF RETIRED EXECUTIVES**

The Service Corps of Retired Executives (SCORE) is a resource partner of the U.S. Small Business Administration, which provides business assistance with free private counseling and low-cost group workshops.

✓ **INCUBATORS**

Business incubators are programs designed to assist in the successful development of entrepreneurial companies through a variety of business services and support. Incubators can help companies manage their business and provide valuable contacts that can accelerate any business.

LOCAL AREA & OTHER RESOURCES

ADVOCACY ORGANIZATIONS

Lowcountry Manufacturers Council

Jennifer DeWitt
Executive Director
P.O. Box 61569
N. Charleston, SC 29419
Phone: (843) 574-6300
Fax: (843) 574-6776
Email: jdewitt@lmcsc.org
Web: www.lmcsc.org

Upstate Automotive Cluster SC Automotive Council SC Manufacturers Alliance-Upstate Office

Jennifer DeWitt
5 Research Drive
Greenville, SC 29607
Phone: (864) 283-7131
Fax: (864) 283-7125
Web: www.scautomotivecouncil.com
Web: www.myscma.com

National Federation of Independent Businesses

J.J. Darby
NFIB / South Carolina State Director
1201 Main Street, Suite 2015
Columbia, SC 29201
Phone: (803) 254-1476
Web: www.nfib.com

South Carolina Chamber of Commerce

Otis B. Rawl, Jr.
President & Chief Executive Officer
1201 Main Street, Suite 1700
Columbia, SC 29201
Phone: (803) 799-4601
Fax: (803) 779-6043
Email: chamber@scchamber.net
Web: www.scchamber.net

South Carolina Manufacturers Alliance

Lewis F. Gossett
President and CEO
1340 Bull Street
Columbia, SC 29201
Phone: (803) 799-9695
Fax: (803) 771-8738
Email: gossett@myscma.com
Web: www.myscma.com

South Carolina Small Business Chamber of Commerce

Frank Knapp Jr.
President & CEO
1717 Gervais Street
Columbia, SC 29201
Phone: (803) 252-5733
Fax: (803) 799-0678

Email: sbchamber@scsbc.org
Web: www.scsbc.org

LOCAL CHAMBERS OF COMMERCE

Greater Abbeville Chamber of Commerce

Kacy Pearman
Executive Director
107 Court Square
Abbeville, SC 29620
Phone: (864) 366-4600
Fax: (864) 366-4068
Email: abvchamber@wctel.net
Web: www.abbevillescchamber.com

Greater Aiken Chamber of Commerce

David Jameson
President & CEO
P.O. Box 892
Aiken, SC 29802
Phone: (803) 641-1111
Fax: (803) 641-4174
Email: djameson@aikenchamber.net
Web: www.aikenchamber.net

Anderson Area Chamber of Commerce

Lee R. Luff, CCE, CAE
President
907 N Main Street, Suite 200
Anderson, SC 29621
Phone: (864) 226-3454
Fax: (864) 226-3300
Email: lluff@andersonscchamber.com
Web: www.andersonscchamber.com

Bamberg County Chamber

Demmie Raysor
Director
604 Airport Road
Bamberg, SC 29003
Phone: (803) 245-2099
Fax: (803) 245-2418
Email: info@bambergcountychamber.org
Web: www.bambergcountychamber.org

Barnwell County Chamber of Commerce

P.O. Box 898
Barnwell, SC 29812
Phone: (803) 259-7446
Fax: (803) 259-0030
Email: chamber@barnwellsc.com

Greater Batesburg-Leesville Chamber of Commerce

Monica Motes
P.O. Box 2178
Batesburg-Leesville, SC 29070
Phone: (803) 532-4339
Fax: (803) 532-3978
Email: blchamber@pbtscmm.net
Web: www.batesburg-leesville.org

Beaufort Regional Chamber of Commerce

Carlotta Ungaro
President & CEO
P.O. Box 910
Beaufort, SC 29901
Phone: (843) 986-5400 Ext. 528
Fax: (843) 986-5405
Email: carlotta@beaufortsc.org
Web: www.beaufortsc.org

Berkeley County Chamber of Commerce

Bill McCall
President
1004 Old Highway 52
Moncks Corner, SC 29461
Phone: (843) 761-8238
Fax: (843) 822-6491
Email: info@berkeleysc.org
Web: www.berkeleysc.org

Calhoun County Chamber of Commerce

Jane Dyches
Executive Director
Courthouse Annex, Suite 114
St. Matthews, SC 29135
Phone: (803) 655-5650
Fax: (803) 655-6110
Email: calhouncchamber@sc.rr.com
Web: www.calhouncountychamber.org

Greater Chapin Chamber of Commerce

Laura Howell
President & CEO
302 Columbia Avenue
Chapin, SC 29036
Phone: (803) 345-1100
Fax: (803) 345-0266
Email: director@chapinchamber.com
Web: www.chapinchamber.com

Charleston Metro Chamber of Commerce

Laura Williams
Entrepreneur Services Manager
P.O. Box 975
Charleston, SC 29402
Phone: (843) 577-2510
Fax: (843) 723-4853
Email: charlesvr@charlestonchamber.org
Web: www.charlestonchamber.net

Greater Cheraw Chamber of Commerce

Patsy J. Hendley
President
221 Market Street
Cheraw, SC 29520
Phone: (843) 537-7681
Fax: (843) 537-5886
Email: cherawchamber@bellsouth.net
Web: www.cherawchamber.com

Cherokee County Chamber of Commerce

Kayla Robbs
Executive Director
225 S Limestone Street
Gaffney, SC 29340
Phone: (864) 489-5721
Fax: (864) 487-3399
Email: comcher@bellsouth.net
Web: www.cherokeechamber.org

Chester County Chamber of Commerce

Jim Fuller
President
P.O. Box 489
Chester, SC 29706
Phone: (803) 581-4142
Fax: (803) 581-2431
Email: preschamber@truvista.net
Web: www.chesterchamber.com

Greater Chesterfield Chamber of Commerce

Sharon Cassidy
Executive Director
P.O. Box 230
Chesterfield, SC 29709
Phone: (843) 623-2343
Fax: (843) 623-2424
Email: info@chesterfieldscchamber.com
Web: www.chesterfieldscchamber.com

Clarendon County Chamber of Commerce

Dawn Griffith
Executive Director
19 N Brooks Street
Manning, SC 29102
Phone: (803) 435-4405
Fax: (803) 435-4406
Email: chamber@clarendoncounty.com
Web: www.clarendoncounty.com

Clemson Area Chamber of Commerce

Chris Hardy
President
P.O. Box 1622
Clemson, SC 29633
Phone: (864) 654-1200
Fax: (864) 654-5096
Email: chris@clemsonchamber.org
Web: www.clemsonchamber.org

Greater Clover Chamber of Commerce

Jackie Robinson
Executive Director
P.O. Box 162
Clover, SC 29710
Phone: (803) 222-3312
Fax: (803) 222-8396
Email: sccloverchamber@aol.com
Web: www.cloverchamber.org

Greater Columbia Chamber of Commerce

Mike Brenan
President
P.O. Box 1360
Columbia, SC 29202
Phone: (803) 733-1111
Fax: (803) 733-1149
Email: mbrenan@columbiachamber.com
Web: www.columbiachamber.com

Conway Area Chamber of Commerce

Bridgette M. Johnson
Executive Vice President
203 Main Street
Conway, SC 29526
Phone: (843) 248-2273
Fax: (843) 248-0003
Email: bjohnson@conwayscchamber.com
Web: www.conwayscchamber.com

Greater Darlington Chamber of Commerce

Susan Alexander
Executive Director
38 Public Square
Darlington, SC 29532
Phone: (843) 393-2641
Fax: (843) 393-8059
Email: susana@darlingtonchamber.net
Web: www.darlingtonchamber.net

Dillon County Chamber of Commerce

Johnnie Luehrs
President & CEO
P.O. Box 1304
Dillon, SC 29536
Phone: (843) 774-8551
Fax: (843) 774-0114
Email: dillonchamber@bellsouth.net
Web: www.dilloncitysc.com

Greater Easley Chamber of Commerce

Kent Dykes
President
P.O. Box 241
Easley, SC 29641
Phone: (864) 859-2693
Fax: (864) 859-1941
Email: kent@easleychamber.org
Web: www.easleychamber.org

Edgefield County Chamber of Commerce

Donna Livingston
Administrator
416 Calhoun Street
Johnston, SC 29832
Phone: (803) 275-0010
Fax: (803) 275-3586
Email: info@edgefieldcountychamber.org
Web: www.edgefieldcountychamber.org

Edisto Chamber of Commerce

Dan Carter
Executive Director
P.O. Box 206
Edisto Island, SC 29438
Phone: (843) 869-3867
Fax: (843) 869-0510
Email: eichamber@aol.com
Web: www.edistochamber.com

Fairfield County Chamber of Commerce

Terry N. Vickers
President
P.O. Box 297
Winnsboro, SC 29180
Phone: (803) 635-4242
Fax: (803) 712-2996
Email: fchamber@truvista.net
Web: www.fairfieldchamber.sc

Greater Florence Chamber of Commerce

Thomas Marschel
President
610 W Palmetto Street
Florence, SC 29501
Phone: (843) 665-0515
Fax: (843) 662-2010
Email: tmarschel@flochamber.com
Web: www.flochamber.com

Fountain Inn Chamber of Commerce

John Hastings
Executive Director
315 N Main Street, Suite 10
Fountain Inn, SC 29644
Phone: (864) 862-2586
Fax: (864) 862-1086
Email: jhastings@fountaininnchamber.org
Web: www.fountaininnchamber.org

Georgetown County Chamber of Commerce

Annette Fisher
President
P.O. Box 1776
Georgetown, SC 29442
Phone: (843) 546-8436
Fax: (843) 520-4876
Email: afisher@sccc.tv
Web: www.georgetowncountychamber.com

Greater Greenville Chamber of Commerce

Ben Haskew
President & CEO
24 Cleveland Street
Greenville, SC 29601
Phone: (864) 239-3706
Fax: (864) 282-8509
Email: bhaskew@greenvillechamber.org
Web: www.greenvillechamber.org

Greenwood Area Chamber of Commerce

Angel LaBorde
Executive Director
P.O. Box 980
Greenwood, SC 29648
Phone: (317) 888-4856
Fax: (317) 865-2609
Email: Angelle@greenwood-chamber.com
Web: www.greenwoodchamber.com

Greater Greer Chamber of Commerce

Patty Corneilius
President & CEO
111 Trade Street
Greer, SC 29651
Phone: (864) 877-3131
Fax: (864) 877-0961
Web: www.greerchamber.com

Hampton County Chamber of Commerce

Gray Henderson
President
P.O. Box 122
Hampton, SC 29924
Phone: (803) 943-2671
Fax: (803) 943-7538
Email: jlamprecht@hamptoncountysc.org
Web: www.hamptoncountychamber.com

Greater Hartsville Chamber of Commerce

Sharman Poplava
President
P.O. Box 578
Hartsville, SC 29551
Phone: (843) 332-6401
Fax: (843) 332-8017
Email: president@hartsvillechamber.org
Web: www.hartsvillechamber.org

Hilton Head Island/Bluffton Chamber of Commerce

Bill Miles
President & CEO
P.O. Box 5647
Hilton Head Island, SC 29938
Phone: (843) 785-3673
Web: (843) 785-6859
Email: bmiles@hiltonheadisland.org
Web: www.hiltonheadisland.org

Greater Irmo Chamber of Commerce

Meredith Allan
President & CEO
P.O. Box 1246
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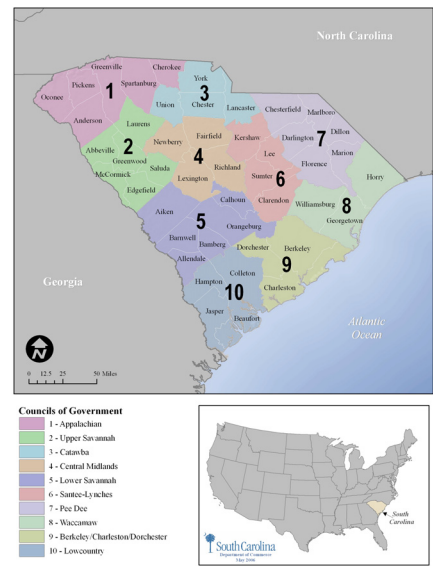
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Waccamaw Regional Council of Governments

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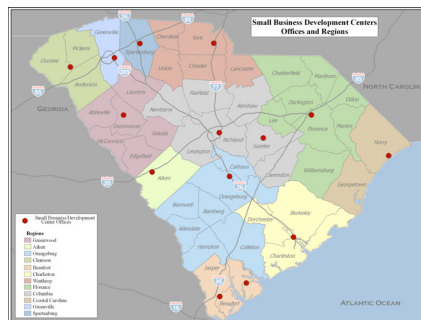
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**SMALL BUSINESS DEVELOPMENT
CENTERS (SBDC)**



Small Business Development Center

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The SBDC aims to advance the state's economic development by helping entrepreneurs grow successful businesses. We provide private business consulting services at no charge and affordable educational programs for a small charge.

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FREQUENTLY ASKED QUESTIONS

HOW DO I START A BUSINESS IN SOUTH CAROLINA?

Starting a business should be an easy process. The first steps you should take include: obtaining a Federal Employer ID Number (EIN) or Federal Tax ID Number; registering your business with the state of South Carolina through the South Carolina Business One Stop (SCBOS); and getting a local business license anywhere you plan to conduct business. You should also use and take advantage of the resources outlined in this guide on how to successfully start and run a business. Check out the **GETTING STARTED** section for more information.

WHERE DO I GO TO GET A BUSINESS LICENSE?

Your local City Hall can assist you in obtaining a business license. The state does not have a business license requirement, but most cities and towns do. There are also eight counties that require additional business licenses, so check with your local municipality to determine their requirements. Check out the **LICENSES, PERMITS AND REGULATIONS** section for more information.

WHAT OTHER FORMS WILL I NEEDS TO START MY BUSINESS?

Depending on the type of business you are starting, you may need to have an Occupational Permit. The South Carolina Department of Labor, Licensing and Regulation has a listing of occupations that may require permitting. Check out the **LICENSES, PERMITS AND REGULATIONS** section for more information.

WHERE CAN I GO TO GET ASSISTANCE WITH WRITING MY BUSINESS PLAN?

Organizations like SCORE and the Small Business Development Centers are great resources for business planning and their services are free. Check out the **GETTING STARTED** section for more information.

ARE THERE ANY GRANTS FOR SMALL BUSINESSES?

Grants generally do not exist for for-profit businesses of any size. In South Carolina, grants are used primarily to fund public infrastructure and such grants are still extremely competitive. This infrastructure may benefit a for-profit company and is usually based on capital investment and job creation. Check out the **FINANCING YOUR SMALL BUSINESS** section for more information.

HOW DO I FINANCE MY BUSINESS?

Assistance from personal resources, such as family and friends, followed by traditional financing through a local lending institution are the most common methods for funding your startup business. Some businesses may qualify for assistance in the form of loan guarantees from the Small Business Administration (SBA). Many banks have departments that specialize in SBA lending. An SBA representative can help you to prepare your application for a loan. Check out the **FINANCING YOUR SMALL BUSINESS** section for more information.